

Annual Reports

Of The Selectmen And Other Town Officers
of the Town of

ALSTEAD, N.H.



FOR THE YEAR ENDING DECEMBER 31

1997

TOWN MEETING

Tuesday, March 10, 1998

TOWN INFORMATION

Selectmen 835-2986 Meeting on Tuesdays, at 7:00 p.m.

Town Clerk-Tax Collector 835-2242

Hours: Mon., Tues., Wed. 11:00 a.m. to 4:00 p.m.
Thurs., 2:00 p.m. to 7:00 p.m.

Planning Board - Second Tuesday of the month @ 7:30 p.m.

Zoning Board of Adjustment - First Monday of the month @ 7:30 p.m.

Zoning Officer: E. Dale Wilson 835-2231 evenings

Health Officer: James O'Brien 835-2349 evenings

Conservation Commission - First Thursday of the month @ 7:00 p.m.

Fire Department

Executive Board - First Monday of the month, 7:00 p.m.
Regular Meeting - Second Monday of the month, 7:00 p.m.
Ambulance/Rescue Squad - Third Wednesday of the month, 7:00 p.m.
Drills held on the fourth Monday of the month, 7:00 p.m.

Library Hours 835-6661

Wednesday 12:00 p.m. to 4:00 p.m. & 6:00 p.m. to 8:00 p.m.
Thursday & Friday, 12:00 p.m. to 6:00 p.m.

Transfer Station Hours 835-2425

Monday and Wednesday, 1:00 p.m. to 4:45 p.m.
Saturday, 8:00 a.m. to 4:45 p.m.

Town Highway Garage 835-2428

Front Cover: The historic Cupola house, built around 1865, destroyed by fire
October 19, 1997

TABLE OF CONTENTS

Ambulance Report.....20

Auditor’s Report.....35

Board of Fire Commissioners.....23

Budget of 1998.....08

Conservation Commission Report.....29

Fire Chief Report.....21

Fire Warden Report.....22

Highway Department Report.....18

Inventory of Property.....15

Librarian Report.....28

Library Trustees Report.....30

Planning Board Report.....27

Police Report.....19

Selectmen’s Report.....16

Town Clerk/Tax Collector’s Report.....30

Town Officials.....01

Transfer Station Report.....26

Trustee of Trust Funds Report.....24

Vital Statistics.....32

Warrant.....03

Zoning Board of Adjustment Report.....25

TOWN OFFICIALS
1997

Veronica Lafluer	Selectman	Term Expires 1998
James O'Brien	Selectman	Term Expires 1999
Russell Ramsey	Selectman	Term Expires 2000
Stephen Blake	Moderator	Term Expires 1998
Gloria Seddon	Clerk/Collector	Term Expires 2000
Joni Jo Goss	Treasurer	Term Expires 1999
David Crosby	Road Agent	Term Expires 2000
Pamela Morris	Dog Constable	Term Expires 1998
Warren Campbell	Parks Commissioner	Term Expires 1998
Erwin Ward	Police Chief	Appointed
Warren Campbell	Fire Chief	Appointed
Kim Kercewich	Forest Fire Warden	Appointed
H. Douglas Bays	Civil Defense Director	Appointed
Julia Cuniff	Librarian	
E. Dale Wilson	Zoning Officer	
James O'Brien	Health Officer	
Reginald Clark	Trustee of Trust Funds	Term Expires 1998
Marie Bender	Trustee of Trust Funds	Term Expires 1999
Bruce Bellows	Trustee of Trust Funds	Term Expires 2000
H. Douglas Bays	Fire Commissioner	Term Expires 1998
James O'Brien	Fire Commissioner	Term Expires 1999
Carroll E. Hatch	Fire Commissioner	Term Expires 2000
Mary Lou Huffling	Library Trustee	Term Expires 1998
Susan Rogers	Library Trustee	Term Expires 1998
Almut Jakevleff	Library Trustee	Term Expires 1998
Bernard Cooper	Library Trustee	Term Expires 1999
Suzette Langlois	Library Trustee	Term Expires 2000
Howard Goss	Arch Pond Committee	Term Expires 1998
Harry Neal	Arch Pond Committee	Term Expires 1999
Clifford Clark	Arch Pond Committee	Term Expires 2000
Russell King	Supervisors of	Term Expires 2001
Harry Neal	Checklist	Term Expires 2002
Tina Christie		Term Expires 2003

BALLOT CLERKS

Gertrude Putnam Viola Hatch Josephine Goss Marie King

Donald Bascom	Planning Board	Term Expires 1998
Julie Stevens	Planning Board	Term Expires 1998
Peter Rhoades	Planning Board	Term Expires 1999
Cindy Miller	Planning Board	Term Expires 1999
Matt Saxton	Planning Board	Term Expires 2000
Gloria Seddon	Ex-Officio	Term Expires 2000
Rosemarie Caffrey	Planning Board	Term Expires 2000
Matt Saxton	Zoning Board of	Term Expires 1998
Thomas Smidutz	Adjustment	Term Expires 1998
David Fiske		Term Expires 1998
Richard Minard		Term Expires 1998
David Young		Term Expires 1999
Harry Neal		Term Expires 2000
Harold Binder		Term Expires 2000
Howard L. Goss	Maybell Still	Term Expires 1998
Harry Neal	Memorial Building	Term Expires 1999
Dorothy Walker	Committee	Term Expires 2000
Brian Dougherty	Conservation	Term Expires 1998
George Ross	Commission	Term Expires 1998
Howard Weeks		Term Expires 1999
Carol Drummond		Term Expires 2000
Erwin Ward	Vilas Pool	Term Expires 2000
	Committee	
Reginald Clark	Cemetery Commission	Term Expires 1998
Marie Bender		Term Expires 1999
Bruce Bellows		Term Expires 2000
Roberta Young	School Board Member-Alstead	Term Expires 1998
	Representative Fall Mtn.	
	Consolidated School Officer	

STATE OF NEW HAMPSHIRE
TOWN OF ALSTEAD WARRANT

To the inhabitants of the Town of Alstead in the County of Cheshire, in said State, qualified to vote in Town affairs:

You are hereby notified to meet at the municipal building in said Alstead on Saturday the 17th day of January, next at 2:00 p.m. for a public hearing on the proposed bond issue for 1998, operating budget and town meeting warrant.

The first session will be held on Saturday, January 31st, 1998 at 2:00 p.m. for the final explanation, discussion, or amendment, if necessary, of the articles on the warrant.

The final session of the annual Town Meeting will be held at the municipal building on Tuesday, the 10th day of March, 1998 for the election of town officers and for voting by ballot on all warrant articles. The polls will be open on Tuesday, March 10th from 10:00 a.m. until 7:00 p.m.

Article 1: To choose all necessary Town Officers for the ensuing year.

Article 2: To see if the Town will vote to raise and appropriate the sum of \$151,564.00 (ONE HUNDRED FIFTY ONE THOUSAND FIVE HUNDRED SIXTY FOUR DOLLARS) for the purchase and equipping of a new fire truck for the Town, and to authorize the issuance of not more than \$151,564.00 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33). And to raise and appropriate the sum of \$37,620.00 (THIRTY SEVEN THOUSAND SIX HUNDRED TWENTY DOLLARS) for the first year of payment of interest and principal.

2/3 ballot vote required

This appropriation is in addition to Warrant Article #6, the operating budget article.

Recommended by the Board of Selectmen

Article 3: To see if the Town will vote to authorize the selectmen to enter into a long-term lease/purchase agreement in the amount of \$64,500.00 (SIXTY FOUR THOUSAND FIVE HUNDRED DOLLARS) payable over a term of 60 months at a rate of \$12,900.00 (TWELVE THOUSAND NINE

HUNDRED DOLLARS) per year, equating to \$1,075.00 (ONE THOUSAND SEVENTY FIVE DOLLARS) per month to purchase a Caterpillar backhoe/loader for the highway department, and to raise and appropriate the sum of \$12,900.00 (TWELVE THOUSAND NINE HUNDRED DOLLARS) for the first year's payment for that purpose.

2/3 ballot vote required

This appropriation is in addition to Warrant Article #6, the operating budget article.

Recommended by the Board of Selectmen

Article 4: To see if the Town will vote to raise and appropriate the sum of \$41,208.00 (FORTY ONE THOUSAND TWO HUNDRED EIGHT DOLLARS) for top coating of the lower end of the Gilsum Mine Road.

This appropriation is in addition to Warrant Article #6, the operating budget article.

Recommended by the Board of Selectmen

Article 5: To see if the Town will authorize the establishment of a Capital Reserve Fund (pursuant to RSA Chapter 35) for the survey of the town lines, and to raise and appropriate the sum of \$5,000.00 (FIVE THOUSAND DOLLARS) towards this purpose, and appoint the selectmen as agents to administer the fund.

This appropriation is in addition to Warrant Article #6, the operating budget article.

Recommended by the Board of Selectmen

Article 6: To see if the Town of Alstead will raise and appropriate as an operating budget, not including appropriations by special warrant articles, the amounts set forth on the budget posted with the warrant, for the purposes set forth therein, totaling \$873,505.00? Should this article be defeated, the operating budget shall be \$885,629.00, which is the same as last year, with certain adjustments required by previous action of the Town of Alstead, or by law or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. In accordance with RSA 35:5, \$20,000.00 to be taken from current surplus to be applied to these expenditures.

a. Executive	\$ 35,800.00
b. Election, Registration & Vitals	\$ 25,850.00
c. Financial Administration	\$ 51,250.00
d. Legal Expense	\$ 15,000.00
e. Personnel Administration	\$ 60,000.00
f. Planning and zoning	\$ 6,000.00
g. General Government Buildings	\$ 50,000.00
h. Cemeteries	\$ 3,500.00
i. Insurance	\$ 46,000.00
j. Advertising & Regional Assoc.	\$ 2,000.00
k. Police	\$ 53,101.00
l. Ambulance	\$ 16,568.00
m. Fire	\$ 30,250.00
n. Emergency Management 911	\$ 7,400.00
o. Highways and Streets	\$275,000.00
p. Street Lighting	\$ 9,000.00
q. Sanitation/Solid Waste	\$ 60,000.00
r. Pest/Animal Control	\$ 1,900.00
s. Health Agencies/Hospitals/Etc.	\$ 12,000.00
t. Welfare/Direct Assistance	\$ 7,000.00
u. Parks and Recreation	\$ 5,000.00
v. Library	\$ 9,000.00
w. Patriotic Purposes	\$ 200.00
x. Conservation Commission	\$ 500.00
y. Long Term Notes & Bonds	\$ 57,667.00
z. Interest Long Term Notes/Bonds	\$ 3,460.00
aa. Interest on T.A.N.'s	\$ 8,000.00
bb. Other Debt Service	\$ 17,559.00
cc. Special Revenue/Recycling fund	<u>\$ 4,500.00</u>
	\$873,505.00

Recommended by the Board of Selectmen

Article 7: To see if the Town will vote to raise and appropriate the sum of \$29,000.00 (TWENTY NINE THOUSAND DOLLARS) for the installation of a fuel system for use by town equipment. Said fuel system to be installed at the Town Barn.

This appropriation is in addition to Warrant Article #6, the operating budget article.

Recommended by the Board of Selectmen

Article 8: To see if the Town will vote to raise and appropriate the sum of \$56,702.00 (FIFTY SIX THOUSAND SEVEN HUNDRED TWO DOLLARS) for the directional drilling of Vilas Pool gate to allow water flow and excavation of mud, silt, rock and buried debris.

This appropriation is in addition to Warrant Article #6, the operating budget article.

Not Recommended by the Board of Selectmen

Article 9: To see if the Town will vote to raise and appropriate the sum of \$35,000.00 (THIRTY FIVE THOUSAND DOLLARS) for the renovation of the town building known as the Spahr building for use as town offices, and to authorize the withdrawal of \$35,000.00 (THIRTY FIVE THOUSAND DOLLARS) from the Capital Reserve Fund created for that purpose.

This appropriation will not result in extra taxation.

Recommended by the Board of Selectmen

Article 10: To see if the Town will vote to authorize the Board of Selectmen to institute the use of "Inventory of Personal Property" forms for the purpose of maintaining an inventory of property improvements and unlicensed/licensed animals.

Recommended by the Board of Selectmen

Article 11: To see if the Town will vote to adopt the recommendation of the Board of Cemetery Trustees not to accept burials on private property, and to require all burials to be in town owned cemeteries, according to State Statute.

Recommended by the Board of Selectmen

Article 12: To see if the Town will vote to authorize the selectmen to enter into a contract with Lefevre Ambulance of Bellows Falls, VT for advanced life support paramedic intercept coverage to adjunct the basic life support service currently provided by the Alstead Ambulance Squad. This additional coverage will be paid for through direct insurance billing with any remaining balance to be paid through the Alstead Ambulance operating budget.

This appropriation will not result in extra taxation.

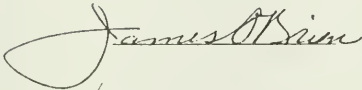
Recommended by the Board of Selectmen

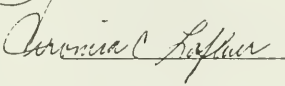
Article 13: To see if the Town will vote to raise and appropriate the sum of \$40,000.00 (FORTY THOUSAND DOLLARS) for a complete revaluation of taxable property and authorize the withdrawal of \$20,000.00 (TWENTY THOUSAND DOLLARS) from Surplus. The balance of \$20,000.00 (TWENTY THOUSAND DOLLARS) to come from the general operating budget.

This appropriation will not result in extra taxation.

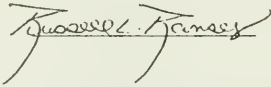
Recommended by the Board of Selectmen

Given under our hands and seals this 20th day of January, in the year of our Lord nineteen hundred and 98.

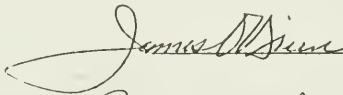




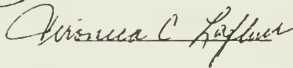
Selectmen of
Alstead



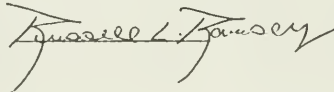
A true copy of Warrant - Attest



Selectmen of



Alstead



MS-6



OF ALSTEAD N.H.

10

Date January 13, 1998

James O'Brien
Chronic C. Diff
Russell L. Ramsey

(Revised 1997)

Acct. #	PURPOSE OF APPROPRIATIONS (AAA 3312,V)	Mar Art#	Appropriations Prior Year As Approved By BAA	Actual Expenditures Prior Year	APPROPRIATIONS SAVING FISCAL YR. (RECOMMENDED)	APPROP. SAVING FISCAL YR. (NOT RECOMMENDED)
GENERAL GOVERNMENT			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4130-4139	Executive		\$ 37,000.	\$ 32,544.79	\$ 35,800.	
4140-4149	Election, Reg. & Vital Statistics		\$ 32,850.	\$ 25,966.37	\$ 25,850.	
4150-4151	Financial Administration		\$ 36,250.	\$ 25,507.12	\$ 51,250.	
4152	Revaluation of Property					
4153	Legal Expense		\$ 15,000.	\$ 10,748.25	\$ 15,000.	
4155-4159	Personnel Administration		\$ 50,000.	\$ 56,133.34	\$ 60,000.	
4191-4193	Planning & Zoning		\$ 6,000.	\$ 2,866.96	\$ 6,000.	
4194	General Government Buildings		\$ 30,000.	\$ 40,663.46	\$ 50,000.	
4195	Cemeteries		\$ 3,500.	\$ 9,582.45	\$ 3,500.	
4196	Insurance		\$ 45,000.	\$ 45,663.46	\$ 46,000.	
4197	Advertising & Regional Assoc.		\$ 2,500.	\$ 1,937.00	\$ 2,000.	
4199	Other General Government		\$ 36,800.	\$ 9,708.00	\$ 00.	
PUBLIC SAFETY			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4210-4214	Police		\$ 51,879.	\$ 46,517.07	\$ 53,101.	
4215-4219	Ambulance		\$ 15,768.	\$ 15,983.67	\$ 16,568.	
4220-4229	Fire		\$ 30,250.	\$ 38,322.64	\$ 30,250.	
4240-4249	Building Inspection					
4250-4259	Emergency Management		\$ 10,000.	\$ 7,861.42	\$ 7,400.	
4299	Other Public Safety (including Communications)		\$ 5,500.	\$ 5,500.00	\$ 00.	
AIRPORT/AVIATION CENTER			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4301-4309	Airport Operations					
HIGHWAYS & STREETS			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4311	Administration		\$ 36,000.	\$ 33,351.07	\$ 37,000.	
4311-4312	Admin., Highways & Streets		\$231,500.	\$234,387.45	\$238,000.	
4313	Bridges					
4314	Street Lighting		\$ 9,000.	\$ 8,374.26	\$ 9,000.	
4319	Other					
SANITATION			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4321-4323	Admin. & Solid Waste Collection		\$ 21,050.	\$ 25,806.77	\$ 20,050.	
4324	Solid Waste Disposal		\$ 39,950.	\$ 34,264.31	\$ 39,950.	
4325	Solid Waste Clean-up					

Acct. #	PURPOSE OF APPROPRIATIONS (RSA 33:3, V)	Warr Artl	Appropriations Prior Year As Approved By BRS	Actual Expenditures Prior Year	APPROPRIATIONS ENDING FISCAL Yr. (RECOMMENDED)	APPROP. ENDING FISCAL Yr. (NOT RECOMMENDED)
4326-4329	Sewage Collection & Disposal & Other					
WATER DISTRIBUTION & TREATMENT			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4331-4332	Admin. and Water Services					
4335-4339	Water Treatment, Conservation & Other					
ELECTRIC			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4351-4352	Admin. and Generation					
4353	Purchase Costs					
4354	Electric Equipment Maintenance					
4359	Other Electric Costs					
HEALTH			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4411-4414	Admin. and Pest Control		\$ 1,900.	\$ 186.40	\$ 1,900.	
4415-4419	Health Agencies & Hospitals & Other		\$ 13,320.	\$ 12,043.97	\$ 12,000.	
WELFARE			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4441-4442	Administration & Direct Assistance		\$ 8,000.	\$ 2,596.87	\$ 7,000.	
4444	Intergovernmental Welfare Payments					
4445-4449	Vendor Payments & Other					
CULTURE & RECREATION			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4520-4529	Parks & Recreation		\$ 5,500.	\$ 4,943.57	\$ 5,000.	
4550-4559	Library		\$ 9,000.	\$ 9,000.00	\$ 9,000.	
4583	Patriotic Purposes		\$ 200.	\$ 200.00	\$ 200.	
4589	Other Culture & Recreation					
CONSERVATION			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4611-4613	Administration & Purchases of Natural Resources					
4619	Other Conservation		\$ 500.	\$ 150.00	\$ 500.	
4631-4632	REDEVELOPMENT & HOUSING					
4651-4659	ECONOMIC DEVELOPMENT					
DEBT SERVICE			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
6711	Princ.- Long Term Bonds & Notes		\$ 57,667.	\$ 57,666.60	\$ 57,667.	
6734	Interest-Long Term Bonds & Notes		\$ 6,920.	\$ 6,986.36	\$ 3,460.	
6723	Interest on TAMA		\$ 10,000.	\$ 7,206.17	\$ 8,000.	

Acct. #	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Warr Art#	Appropriations Prior Year As Approved By BRA	Actual Expenditures Prior Year	APPROPRIATIONS ENSUING FISCAL YR. (RECOMMENDED)	APPROP. ENSUING FISCAL YR. (NOT RECOMMENDED)
4790-4799	Other Debt Service		\$ 22,325.	\$ 22,324.60	\$ 17,559.	
CAPITAL OUTLAY			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4901	Land					
4902	Machinery, Vehicles & Equipment					
4903	Buildings					
4909	Improvements Other Than Buildings					
OPERATING TRANSFERS OUT			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4912	To Special Revenue Fund	VI.	\$ 4,500.	\$ 4,708.34	\$ 4,500.	
4913	To Capital Projects Fund					
4914	To Enterprise Fund					
	Sewer-					
	Water-					
	Electric-					
	Airport-					
4915	To Capital Reserve Fund					
4916	To Expendable Trust Funds (except Health Maintenance Trust Fund)					
4917	To Health Maintenance Trust Fund					
4918	To Nonexpendable Trust Funds					
4919	To Agency Funds					
SUBTOTAL 1			\$ 885,629.00	\$839,716.53	\$873,505.00	

If you have a line item of appropriations from more than one warrant article, please use the space below to identify the make-up of the line total for the ensuing year.

Acct. #	Warr. Art. #	Amount	Acct. #	Warr. Art. #	Amount

****SPECIAL WARRANT ARTICLES****

Special warrant articles are defined in RSA 32:3,VI, as appropriations 1) in petitioned warrant articles; 2) appropriations raised by bonds or notes; 3) appropriating to a separate fund created pursuant to law, such as capital reserve funds or trusts funds; or 4) an appropriation designated on the warrant as a special article or as a nonlapsing or nontransferable article.

Acct#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Warr Art #	Appropriations Prior Year As Approved By DRA	Expenditures Prior Year	APPROPRIATIONS ENSUING FISCAL YEAR (RECOMMENDED)	APPROP. ENSUING FISCAL YR (NOT RECOMMENDED)
4902	Fire Truck	II			\$ 151,564.	
4902	Backhoe/Loader	III			\$ 64,500.	
SUBTOTAL 3 Recommended			XXXXXXXXXX	XXXXXXXXXX	\$ 216,064.	XXXXXXXXXXXX

****INDIVIDUAL WARRANT ARTICLES****

"Individual" warrant articles are not necessarily the same as "special warrant articles". An example of an individual warrant article might be negotiated cost items for labor agreements or items of a one time nature you wish to address individually.

Acct#	PURPOSE OF APPROPRIATIONS (RSA 32:3,VI)	Warr Art #	Appropriations Prior Year As Approved By DRA	Expenditures Prior Year	APPROPRIATIONS ENSUING FISCAL YEAR (RECOMMENDED)	APPROP. ENSUING FISCAL YEAR (NOT RECOMMENDED)
4312	Gilsum Mine Rd.	IV			\$ 41,208.	
4909	Town Line Survey	V			\$ 5,000.	
4902	Fuel System	VII			\$ 29,000.	
4909	Vilas Pool	VII			\$ 56,702.	
SUBTOTAL 3 Recommended			XXXXXXXXXX	XXXXXXXXXX	\$ 131,910.	XXXXXXXXXXXX

Acct. #	SOURCE OF REVENUE	Warr. Art. #	Estimated Revenue Prior Year	Actual Revenue Prior Year	ESTIMATED REVENUE Budget Year
TAXES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3120	Land Use Change Taxes		\$ 2,570.	\$ 3,258.63	\$ 3,000.
3140	Resident Taxes				
3185	Field Taxes		\$ 20,400.	\$ 12,463.41	\$ 12,000.
3186	Payment in Lieu of Taxes				
3189	Other Taxes				
3190	Interest & Penalties on Delinquent Taxes		\$ 50,000.	\$ 48,464.12	\$ 48,000.
	Inventory Penalties				
LICENSES, PERMITS & FEES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3210	Business Licenses & Permits		\$ 3,000.		\$ 2,000.
3220	Motor Vehicle Permit Fees		\$ 140,000.	\$ 159,504.50	\$ 155,000.
3230	Building Permits				
3290	Other Licenses, Permits & Fees				
3311-3319	FROM FEDERAL GOVERNMENT				
FROM STATE			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3351	Shared Revenues		\$ 50,000.	\$ 53,504.50	\$ 50,000.
3352	Assele & Rooms Tax Distribution			\$ 18,810.47	\$ 18,500.
3353	Highway Block Grant		\$ 56,000.	\$ 70,744.28	\$ 67,300.
3354	Water Pollution Grant				
3355	Housing & Community Development				
3356	State & Federal Forest Land Reimbursement		\$ 4.	\$ 8.04	\$ 8.
3357	Flood Control Reimbursement				
3358	Other (Including Railroad Tax)				
3379	FROM OTHER GOVERNMENTS				
CHARGES FOR SERVICES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3401-3406	Income from Departments		\$ 3,000.	\$ 15,934.36	\$ 15,000.
3409	Other Charges				
MISCELLANEOUS REVENUES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3501	Sale of Municipal Property		\$ 2,500.		
3502	Interest on Investments		\$ 4,500.	\$ 6,278.94	\$ 6,000.
3503-3509	Other		\$ 21,000.	\$ 300.00	\$ 6,000.

Budget - Town of ALSTEAD

MS-6

Acct. #	SOURCE OF REVENUE	Warr. Art. #	Estimated Revenue Prior Year	Actual Revenue Prior Year	Estimated Revenue Fiscal Year
INTERFUND OPERATING TRANSFERS IN			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3312	From Special Revenue Funds		\$ 4,500.	\$ 4,918.88	\$ 4,500.
3313	From Capital Projects Funds				
3314	From Enterprise Funds		\$ 15,678.		
	SEWER - (Offset)				
	Water - (Offset)				
	Electric - (Offset)				
	Airport - (Offset)				
3315	From Capital Reserve Funds	IX	\$ 7,000.		\$ 75,000.
3316	From Trust & Agency Funds		\$ 45,000.	\$ 44,887.16	\$ 45,000.
OTHER FINANCING SOURCES			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3334	Proc. from Long Term Bonds & Notes				
Amounts VOTED From Fund Balance ("Surplus")			\$ 90,000.	\$ 52,280.00	\$ 40,000.
Fund Balance ("Surplus") to Reduce Taxes					
TOTAL REVENUES & CREDITS			\$515,152.00	\$490,947.61	\$517,308.00

BUDGET SUMMARY

SUBTOTAL) Recommended (from page 3)	\$ 873,505.00
SUBTOTAL) Special warrant articles recommended (from page 4)	\$ 216,064.00
SUBTOTAL) "Individual" warrant articles recommended (from page 4)	\$ 131,910.00
TOTAL Appropriations Recommended	\$1,221,479.00
Less: Amount of Estimated Revenues & Credits (from above)	\$ 517,308.00
Estimated Amount of Taxes To Be Raised	\$ 704,171.00

(REV.1997)

INVENTORY OF PROPERTY VALUES

	<u>1996</u>	<u>1997</u>
Land	\$12,787,666	\$12,755,523
Buildings	27,674,868	28,060,351
Public Utilities	546,350	546,350
Less Elderly & Blind Exemptions	- 42,000	- 40,000
Net Assessed Valuation	\$ 40,966,884	\$ 38,038,864
Taxes Committed to Tax Collector		
Town Property Taxes Assessed	\$ 2,539,115	\$ 2,504,424
Less War Service Credit	- 9,022	- 8,900
Net Property Tax Commitment	2,530,093	2,495,524
Tax Rate	67.38	65.92
Net School Appropriation	\$ 1,867,529	\$ 1,835,966
County Tax Assessment	156,639	182,949

SCHEDULE OF TOWN PROPERTY

Town Hall	93,750.
Furniture & Equipment	37,000.
Library, Land & Building	263,400.
Furniture & Equipment	30,000.
Police Dept. & Equipment	37,000.
Fire Dept. Land & Building, E. Alstead	250,000.
Fire Department, Equipment	202,050.
Parks, Commons & Playgrounds	117,500.
Highway Dept. Land & Buildings	240,000.
Highway Dept. Equipment	367,700.
Transfer Station Buildings	35,000.
Arch Pond Property	43,200.
M34 L130	2,500.
M26 L2A	11,250.
M11 L134	185,250.
Cemetery Equipment	7,500.
Maybelle Stille Memorial Building	32,000.

1997 Annual Report Board of Selectmen

The Town of Alstead experienced their first year of holding the Annual Town Meeting under the auspices of SB2, allowing all voting to be done by ballot. As with anything new, it was a learning experience for all involved. We would like to thank the many people involved in accomplishing this.

The Board of Selectmen reorganized appointing James O'Brien as Chairman, and welcomed Russell L. Ramsey as Selectman replacing outgoing Michael F. Rogers.

Many projects were accomplished this past year. A Safety Committee has been formed to comply with NH Workers' Compensation laws. An important item found lacking for the town has been a comprehensive Town Employee Guidelines pamphlet which outlines benefits and disciplinary actions. Considerable time and effort was put into this project and what we feel to be a comprehensive guide to protect the Town has been created.

Our Highway Department was reorganized with David Crosby as the Road Agent, Joe Kopacz and Kim Kercewich as full time highway department employees, and Carroll Hatch and Bill Jahos as part time highway employees. The contract with K. H. Winham Trucking for renting his equipment was terminated and a new contract was entered into with Southworth-Milton for renting a new Caterpillar backhoe/loader. After considerable review of proposals, this new rental contract allows the town to apply all rental payments toward the purchase price, should the town and voters decide to purchase the piece of equipment.

The Board would like to thank Chris Madigan of the Timberframe Workshop for their work on the bridge at Warren Lake. We would also like to thank Donald Blanchflower for giving the town permission to run electrical power on his land to the towns radio tower.

As most of you are aware, the town ran into considerable problems with the revaluation of taxable property. After three years, the project was turned into the Board of Selectmen as complete. Much ado and chaos was created with the new valuations which had been established. After careful review, the Board hired a crew of private assessing/appraising consultants to review the project. Based upon their study and review, noting a high error ratio and inequities in assessments, the Board rejected the total project. As most of you realize, this has been a lengthy and costly project.

Acting on advice from Town Counsel, a claim has been placed upon the performance bond for this project to recover money spent. This situation will more than likely result in litigation, which will again be a lengthy process, but necessary.

In the meantime, the State of New Hampshire, Department of Revenue Administration has been called in to assist the town in completing a revaluation of taxable property. This project will cost to complete, but is necessary in light of the rejected revaluation project. Our earlier release to the Alstead Taxpayers outlined the DRA proposal and the costs involved.

The Board of Selectmen realizes the proposed Town Meeting Warrant contains several articles for large expenditures. We realize what taxation means to every Alstead citizen's pocketbook. Accordingly, the selectmen's recommendations are based on the individual merit of each article. If all of these articles are approved by the voters, there will be a significant increase to each and every tax bill in town. The voters must decide how much they can afford.

Expenditure and revenue reports were reviewed on a regular basis, and all department heads were asked to submit their proposed 1998 budgets while keeping in line with the 1997 spending levels. It is the Boards goal to curtail unnecessary spending, and to still provide proper services to the taxpayers. We feel we have accomplished this with presenting a proposed 1998 operating budget which is well in line with previous years spending levels.

The Selectmen also wish to thank all of the department heads for their attention, help and cooperation. As well, the Selectmen thank the many Alstead citizens who volunteer and take the time to serve on the numerous boards and committees which have helped to guide the legal and orderly conduct of town affairs throughout this year in particular, and over many other years in general.

Respectfully submitted,

James O'Brien, Chairman
Veronica C. Lafluer
Russell L. Ramsey

**1997 Annual Report
Alstead Highway Department**

First of all I would like to thank Joe, Kim and Timer for a job well done. I would also like to thank the voters of Alstead for their votes and confidence in the election for Road Agent.

I knew when I took the position of Road Agent there was going to be many obstacles to cross. The first line of work was "FEMA paperwork" that should have been done the year of the flood in 1995. The Highway Department started out with a lot of money spent and a lot of unpaid bills that needed to be caught up. Unfortunately we didn't have a lot of money to work with this year.

The Highway Department rented a backhoe from Southworth-Milton. It is a 42CIT, CAT. One hundred percent of the rental fee will go towards the purchase price if the voters of Alstead will vote yes for article #3. For the last twenty years the town has been renting private equipment and has nothing to show for it except a lot of money spent. Eventually, if article #4 is passed, the town will have something to show for the taxpayers money spent.

The Highway Department and the Timber Frame Workshop, in a joint effort, finally have guard rails up at the double culverts below Lake Warren dam. We also hope to have railings built for the bridge on Prentice Hill Road. This work will also be done by the Timber Frame Workshop. Many thanks to Chris and crew.

A lot of general maintenance was done this year. We ditched out and graveled the Rogers Road. The road was built up 14 plus inches and widened 16-18 feet instead of the 12-13 feet. Now there is also ditches for the water to run in.

The Homestead Road at the Pratt property was finally cleaned up from the fall of 1996, and we finished ditching along the field and other problem spots. There is still a lot more work to be done in this area for the summer of 1998.

The Walpole Valley Road was paved from the Walpole town line to the Maclean Road, that also includes the March Hill Road. A three foot culvert on that same road was also replaced. The Old Settlers Road was worked on, the hill above Bob Putnam's house. This was widened and drainage ditches were put in on both sides. There is still a lot more work to be done beyond that point on Old Settlers Road, culverts and ditches to the town line planned for 1998.

I think things are finally getting caught up as far as paperwork and bills, and things are starting to run a lot smoother than when I first took the position of Road Agent.

Thanks for your support.
David Crosby, Road Agent

1997 Annual Report Police Department

This year, again, proved to be busy for the department. It also provided some very trying times, not only for us, but also for the general public, as a whole.

With the death's of three brother Officer's, we were forced to realize that, even the smallest department's and communities are not immune from the violence, which we associate with the larger cities.

We were very lucky in the accident department, this year, with only 13 reportable. One of these, though, could have resulted in a fatality, if not for a Trauma Doctor, happening on the scene, along with excellent help from our Rescue and Ambulance personnel. This taking place shortly after a double fatal in Gilsum. Within a matter of hours, our Rescue and Ambulance personnel were called upon again, this time for a horrendous accident in Acworth, which left another teen dead. All three of these accidents were speed and/or alcohol related.

Speed also played a major part in 2 out of 3 accidents, which took place in mid December. All the accidents took place on the same road, within a 24 hour period, and within a half mile of one another.

Over the course of the year, we responded to over 360 calls for service, which resulted in 49 criminal cases.

Through a federal grant, we obtained a lap-top computer, which will allow more time to be spent out of the station. Information and reports can be entered, while in the cruiser, and downloaded onto the main computer at the end of the day.

We would like to thank all the neighboring Departments for their continuing support and assistance.

Respectfully submitted,
Chief Erwin W. Ward



Yes, I went through a stop sign, but I had my seat belt buckled.

1997 Annual Report Alstead Ambulance

In 1997, we responded to 87 emergency calls, 60% of which were medical emergencies, 40% being trauma related calls. 25% of these calls required advance life support intervention by our EMT-Intermediates, trained and licensed to provide intravenous fluid therapy. A paramedic intercept, the highest level of emergency field care, was called from Bellows Falls on 7% of our calls last year. Paramedics provide vital drug, cardiac, and intubation intervention. Finally, two calls this past year required us to call in aid from the Dartmouth Hitchcock Air Rescue Team helicopter (DHART). These highly skilled professionals provided care critical to the survival and recovery of our patients. Thanks to everyone who helped out by providing mutual aid in this busy and challenging year.

In addition to regular regional trainings, this year squad members participated in intensive training sessions in Pediatric Trauma Care, Mass Casualty Incident Management, Infection Control Management, Psychological Emergencies, and Auto Extrication. Members Tom Fredriksen and Dale Parker joined our tanks as fully licensed and Nationally Registered EMT-Basic this spring. With the support of their families behind them, both men are making positive contributions to the squad and the townspeople.

1997 also saw the inception and implementation of the squad's EMS Mentoring Program, designed to pair up adult squad members with interested and motivated high school students, aged 16-18, to introduce them to the challenging and rewarding world of emergency medicine. Alstead residents Erik Cannon, Jesse Moore, and Steve LaMears were our first applicants to the program. They attended meetings and training sessions, participated as team members on calls, and shared their input with other squad members in debriefing sessions. All three of these outstanding young men have now been accepted as full members of the squad....we welcome their energy, enthusiasm, and dedication.

Member Pam Morris has taken on the daunting task of publishing a quarterly Alstead Ambulance letter. Look for it at the Town Clerk's office and at other locations around the village. Thanks for all your hard work, Pam.

Finally, as we move into 1998, you will notice that Article 12 on the Warrant is a request for the town to enter into a contract for paramedic coverage. While the actual number of calls we request a paramedic for are few, the paramedic service is a vital link in the chain of survival. We hope you will support this article.

Respectfully submitted,

Tamsen Howes
Captain, Alstead Ambulance

**1997 Annual Report
Alstead Fire Department**

This year the Alstead Fire Department responded to;

- 7 Structure Fires
- 9 Car Accidents
- 13 Chimney Fires
- 2 Electric Wire Fires
- 1 Skidder Fire
- 1 Motorcycle Accident
- 2 Car Fires
- 6 Electrical Wires Down
- 1 Lawn Tractor Fire
- 1 Boiler Malfunction
- 1 Camp Fire
- 2 Brush Fires
- 5 Alarm Soundings
- 9 Mutual Aid Calls
- 14 Drills
- 10 Meetings

That gives us almost double our average year with 60 fire calls, with 14 drills and 10 meetings. I hope this year will get down to our normal number of calls. It has been an exciting time for me because of the recruitment this past couple of years. We have some younger personnel that have shown a great interest in the Fire Department, and I believe they will be around for a long time.

All personnel did a great job this year despite our loss of the Cupola house. The house was fully involved when we arrived. There was not much we could do but stand back and put water on it. A part of Alstead's history is gone forever.

Again this year we would like to replace our 1975 Pumper in East Alstead, KIM3. This pumper is tired after 23 years of service. We need a pumper that will supply more water to the scene. KIM3 has 750 gpm pump, 1250 gpm is more practical for our 4" supply lines. KIM3 has 750 gallons of water on board, 1000 gallons is better. Class A foam is used on most fires today. A built in foam dispenser is the most practical way to go. A vote in the affirmative would be much appreciated.

From all reports, the 9-1-1 map and house numbering should be in place by mid summer.

I thank you all for supporting your Fire and Ambulance Services.

Respectfully submitted,
Warren Campbell
Fire Chief

**1997 Annual Report
Forestry Department**

Here it is January 1998, another year gone by. That is the way it has been since I was appointed Forest Fire Warden over 20 years ago. Hardly seems possible.

It has been 20 years of enjoyment for me, meeting people, working with State Forest Rangers, and taking in many state training sessions.

I must congratulate you, the people of Alstead. For the most part you made my job pretty boring. I can think of only three major brush fires, the largest in 1997 scorching about 12 acres. All three were contained in a few hours.

What I am leading up to is, after 20 years plus, it's time to hand the reins over to someone else. At this writing, I am not sure who will take over, but I hope you will give this person the support you have given me.

To make this persons job easier, we all should learn the State laws on burning. Permits are needed for burning brush, camp fires, cooking fires and barrel fires.

That is why Smokey says:

PLEASE PREVENT FOREST FIRES

Respectfully submitted,

Warren Campbell

1997 Annual Report Board of Fire Commissioners

The reports of the Fire Chief and the Ambulance Director states that the Fire Department responded to 60 fire calls and the Ambulance responded to 87 emergency calls for the 1997 year. As you can see both departments were kept very busy servicing the emergency needs of the Town.

The Commissioners try to meet on a monthly basis with the emergency services personnel, many items were discussed and many decisions were made with the help and cooperation of the Fire Chief and Ambulance Director. One item, for instance, is the requiring of a CO detector and a procedure by which the Fire and Ambulance would proceed in case of an emergency of this nature.

Meetings were held in regards to the purchasing of a new fire truck, we recommend highly the purchase of this new truck and the reasons are; the proposed new truck would replace a truck that is 23 years old and of course the reliability of any vehicle that old is questionable. The Fire Commissioners were given an estimated cost to refurbish the old truck which was in the vicinity of \$40,000.00 for body work alone, not including the pump, the drivetrain, or other pertinent parts. After spending somewhere in the vicinity of over \$80,000.00 we would still have a truck that is over 23 years old. The new proposed truck would last the Town of Alstead for approximately 30 years, making this a long term investment in the townspeoples personal safety. Contrary to what is being said around town, we do feel that this truck is needed.

Respectfully submitted,

H. Doug Bays, Chairman
Carroll "Timer" Hatch
James O'Brien

**1997 Annual Report
Trustees of Trust Funds**

We would like to take this opportunity to thank Earl and Irma Burton for the outstanding work they did in mowing and caring for Mapleside, Alstead Center, Rust and Slade cemeteries over the past ten years.

We have been fortunate to replace Mr. and Mrs. Burton with two more dedicated workers - Joni Jo Goss and Mike Clark.

New funds established or increased during 1997:

06-97	Chance Johnson (new)	\$ 100.00
08-97	Gilman & Grace Ellis (increase)	\$ 100.00
10-97	Franklin & Shirley Haskins (new)	\$ 100.00

Cemetery lots are available and may be acquired by contacting Reginald Clark at 835-6007.

Respectfully submitted,

Reginald Clark
Marie Bender
Bruce Bellows
Trustees of Trust Funds

**1997 Annual Report
Alstead Zoning Board of Adjustment**

Another quiet year has passed by our Board, there were only two requests for Special Exceptions. Both of these were granted.

Apparently, all of Alstead's residents are living comfortably within their ordinance. It's a good thing!

The ZBA meets the first Monday of each month at 7:30 PM, at the Alstead Town Hall. We are always looking for new members. Join us!

The Board is always available to answer any questions.

Respectfully submitted,

Matt Saxton, Chairman
David Fiske, Vice Chairman
Harry Neal, Secretary
Richard Minard
Harold Binder
Catherine Danzer, recording secretary

**1997 Annual Report
Alstead Transfer & Recycling Center**

The Transfer Station continued to provide our customers with service and answers to the disposal problems that face us each year.

The biggest problem the town faced this year was the proper disposal of cardboard. After many warnings from the State and then the Federal environmental laws, we had no choice but to comply. This resulted in added costs.

In November we received notice that the disposal costs would increase for 1998, we of course contacted BFI that it was impossible to entertain such an increase. After proper negotiating they did not increase their costs for us.

Transfer Station stickers are a very important control that all users must comply with. We use a formula that tells us approximately how many tons of waste is generated using the count of stickers that have been issued. Again, let me explain the way they are issued. All you have to do is ask at the Transfer Station. Each sticker has a number, the sticker is applied to the lower left hand side of your windshield. If you move, if you trade your vehicle, if you smash your windshield, if you remove it for any reason, you must return this sticker for reissue, at no charge. We have had many misuses of these stickers.

The Transfer Station will be closed this year on the following dates;

January 1, 1998	New Years Day
May 30, 1998	Memorial Day
July 4 to 7, 1998	Independence Day
September 5 to 7, 1998	Labor Day
December 25, 1998	Christmas Day

Again this year we held our annual "Free Day" and hazardous waste day, both were a success with very few of our townspeople disposing of their hazardous waste.

We at the Transfer Station realize that solid waste disposal is sometimes not a very pleasant experience, but we are here to help you dispose of your waste property. Thanks for helping us to help you during the year.

Respectfully submitted,
James O'Brien
E. Dale Wilson
Howard Goss

**1997 Annual Report
Alstead Planning Board**

Activity was light this year. The Planning Board received and approved one minor subdivision. There were no applications received for major subdivisions. The board made a recommendation for one discretionary easement. The board issued one grant for clearing on a "scenic road".

The board is still working on updating the Town of Alstead's Master Plan.

The regular meeting of the Alstead Planning Board is held the second Tuesday of each month at 7:30 PM. The Alstead Planning Board meets the fourth Tuesday of each month at 7:30 PM to work on planning projects. Summer work meetings are scheduled as needed. Anyone interested in participating is welcome.

The board has space for persons interested in being alternate board members. Please contact any member of the board for more information.

Respectfully submitted,

Catherine Danzer, recording secretary
Peter Rhoades, Chairman
Matt Saxton, Vice Chairman
Juliana Stevens, Secretary
Don Bascom
Cindy Miller
Rose Marie Caffrey
Jayne L'Heureux, Alternate
Gloria Seddon, Ex-Officio's Alternate

1997 Annual Report
Shedd Porter Memorial Library Librarian

A total circulation of 13,094 is divided up among the following categories:

Adult Fiction	4,048
Adult Non-Fiction	1,264
Junior Book	7,146
Magazines, Tapes	<u>636</u>
	13,094

We welcomed 42 new members to the library this year. We had another successful book sale in August. Thanks to Lark Leonard, Isobel Madigan, Sarah Allen, and Alex Smidutz for helping me set up the book sale.

"Take Flight...Read!" and "Be a Reading Star!" were the themes for this summer's reading program. Thanks to Marie King and Friends of the Library for purchasing the supplies for the program. Thanks to Judy Ryner (T-shirt painting), Larry Holland (juggling), Lark Leonard (Birch bark stars and hearts), Lorelei Diehl (Indian and painting) for making craft days to much fun. Thanks also to our readers for story time: Deborah Guerriere, Suzanne MacDonald, Sylvia Holland, Sarah and Pam Allen, Shannon Diehl, and Larry Lawrence. A party was held in August an all those who participated received certificates, books, and bookmarks. Those children who achieved the goal of reading 25 books also received gold stars made by Lorelei Diehl.

Many thanks to Mrs. Lark Leonard for coordinating library visits by classes from Alstead and Langdon. Grades 2, 3, 4, and 5 from Alstead and grades 1, 2, 3, and 4 from Langdon visit the library every two weeks. Thanks to Deborah Guerriere for picking up the books at the Alstead Primary School.

The continuing financial help received from Mrs. Lora Whitton of Sarasota, Florida, Miss Catherine MacDonald of the Marquis George MacDonald Foundation of New York, and generous memorial donations from Mr. Frank Caruso of Cos Cob, Connecticut enabled us to buy many beautiful non-fiction books such as The Grolier World Encyclopedia of Endangered Specias (10 volumes). Thanks also to the Lufkin Family, Dr. and Mrs. Lawrence, Mr. Ward Archer of California, Cold River Co-Op, Nancy and Dan Hall of McLean, Virginia, Kathie Beam, and the Maltby Family of New York City. Donations were also made in memory of Florence Foster and Rollie Mulliner of Alstead.

In March we had our first successful Craftman's Fair to celebrate National Crafts Month. We will be having a second Craftsman's Fair on Saturday, March 21, 1998 from 10:00 to 2:00. We showcase local artisans from Alstead and Langdon. Alice Fogel of Acworth, a published poet came to the library in November and read several of her poems from her two books, "I Love This Dark World" and "Elemental". This special evening was

sponsored by Marie King and the Friends of the Library. In December, the Alstead Conservation Commission held its annual meeting with guest speaker Ted Walski.

Thanks to Peggy Fullam and Lark Leonard, my two assistants for all their help. Thanks also to the Trustees and the people of Alstead and Langdon for their continued support. Thank you Gerry Swift for all your help. You are missed! And welcome to Almut Yakovleff, our newest Trustee.

Sincerely,
Julia Cuniff, Librarian

1997 Annual Report Alstead Conservation Commission

The Alstead Conservation Commission was active with some community events and several matters concerning our town in 1997.

We continued our lecture series at the library with a talk by Ted Walski on bear and moose management in the area. A spring clean up with the help of Vilas School students collected several carloads of roadside trash. A summer picnic on Pratts rock was well attended and one of our town parks was enjoyed by many.

The "Friends of Cold River", a group from the five neighboring towns has been active for protection of the river and the commission was helped with some of the work. The clean up of Vilas Pool has been delayed, but the commission has applied for a permit from the wetlands board and hopefully the work will progress this year.

The Masonic Block property has been cleared of debris, but we feel this has potential as a mini park to be enjoyed. We have been working with a school administrator about "Project Serve", a school initiative that enables a student to work with the commission on a special project. During the year we have discussed several projects, such as composting and Wellman Pond trails.

We meet on the first Thursday of the month at the town hall, all are welcome.

Respectfully submitted,
Howard Week

1997 Annual Report Shedd Porter Memorial Library Trustees

It was with great reluctance that the Board of Trustees accepted the resignation in September of our chairman, Gerry Swift. We miss her a great deal, and wish to thank her for her ten years of dedicated service to the library.

Almut Yakovleff has been appointed to fill the balance of Gerry's term.

We spent \$33,590. This summer on repairs to the library roof and roof drains. This is the \$32,280. Voted by the town at last town meeting, plus money from the library's maintenance reserve fund. This is not a new roof, but repairs to over half of the existing copper roof, including the dome and gutter area, and new roof drains. A new copper roof would have cost well over \$100,000. The trustees felt that patching the existing roof in order to get another twenty years out of it was the more affordable approach. The roof had been leaking for some time, and resisted all previous attempts at repair because of the multitude of small holes in the built-in gutters. After the new drains were installed, the worn copper areas were patched and coated with a rubber-like material which is guaranteed for 20 years. The material is tinted green to match the uncoated areas of the roof. The inside plaster damage caused by the roof leaks has yet to be repaired. Unfortunately the library does not have sufficient funds to do these repairs. We will gladly accept any donations to do this work.

The other item which needs to be done is to repair the mortar on the outside of the building. It looks okay from a distance, but if you look closely, you would see that over 50% of the mortar joints on the building exterior need to have mortar replaced. This is most evident in the granite arch part of the roof over the library entrance. Water is actually working its way through the joints in the stone and damaging the plaster on the inside in the front entry hall area. This is a beautiful landmark of a building, and it would be a shame to let it fall into ruin.

Our thanks to Granite State Electric for replacing at no charge to the library the light fixtures in the stacks, the basement back-rooms, and the outside front lights with energy-saving fixtures.

We are very fortunate to have Julia Cuniff as our librarian. She and her dedicated staff do a great job. Have you been to the library lately?

The library trustees wish to thank the many friends of the library for their continuing support. We greatly appreciate the many memorial donations which we have received this year, that made it possible for the library to purchase some new books. Many of the programs that the library provides for the communities of Alstead and Langdon would not be possible without you!

Respectfully submitted,
Suzette Langlois
Mary Lou Huffling
Susan Rogers
Bernard Cooper
Almut Yakovleff

**1997 Annual Report
Town Clerk/Tax Collector**

The year 1997 presented different challenges. Due to a vacancy in the Selectmen's office Molly Leonard offered to assist the Selectmen with my assistance when needed. The first task we undertook was to organize the selectmen's office as it was very disorganized. We cleaned files, set-up new files and rearranged the office in a more professional manner. Our efforts were noticed by visitors and the comments were favorable. We obviously hope that our efforts were not wasted and that the office will continue to reflect a positive, professional appearance.

Molly Leonard continued to work in the office until she moved. This also affected my office as I then had no deputy.

The other issue that was new to both offices was the SB 2 process. Both offices had to go through a learning process and there were new deadlines to meet and challenges with the complete process. We do have new laws in the year 1998 regarding the SB 2. The SB 2 dates have been changed and the requirements have been changed. We will manage to comply and hopefully both offices will do so with no errors.

Regarding taxes I wish to again emphasize that one can pay whatever they are able to at any given time. To avoid interest charges it is to the taxpayers benefit to pay as much as you can.

Thank you for being understanding during those times when the office is busy.

Respectfully submitted,
Gloria Seddon

1997 MARRIAGES

<u>Groom</u>	<u>Residence</u>	<u>Bride</u>	<u>Residence</u>	<u>Place of Marriage</u>	<u>Date</u>
Danny R. Blood	Alstead	Rebecca Susan Thorpe	Keene	Troy	01/25/97
Rock Allen Wilson	Alstead	Audra Jean Vance	Alstead	Alstead	04/12/97
Lewis Robert Miles	Alstead	Janice May LaMears	Alstead	Alstead	04/27/97
Kenneth J. Christie	Alstead	Tina Louise Woodell	Alstead	Alstead	07/19/97
Douglas Paul Deal	Conn.	Losis Donna Donnellis	Conn.	Alstead	07/19/97
Carl Victor Blake II	Alstead	Christy Lee Marden	Keene	Marlow	07/19/97
Michael J. Hawkins	Alstead	Lisa Ann Carpenter	Alstead	Alstead	08/09/97
Michael S. Jessup	Nashua	Sandra L. Vogel	Alstead	Nashua	08/23/97
Scott Aaron Whitney	Vermont	Bronwen Leigh Jonas	Alstead	Swanzy	10/04/97
Ralph Carleton Lord	Alstead	Elizabeth L. Guerrlich	Alstead	Walpole	10/19/97
David Michael Crosby	Alstead	Shelley Lynn O'Kane	Alstead	Alstead	10/25/97
Lawrence Sheridan Jr.	Alstead	Deborah Ann Harris	Alstead	Charlestown	11/15/97

1997 BIRTHS*

<u>DATE</u>	<u>PLACE OF BIRTH</u>	<u>BABY'S NAME</u>	<u>FATHERS NAME</u>	<u>MOTHERS NAME</u>
Jan. 16	Keene	Laura Ann Marie	Thomas M. Marron	Sheila M. Lapointe
Jan. 20	Lebanon	Gustave Hougren	Kevin Bittenbender	Margaret A. Faircloth
April 11	Peterborough	Elijah James	Lawrence Wilson Jr.	Suzanna R. Fiske
April 29	Keene	Zachery Owen	Troy Owen Wilcott	Tanya Lynn Berge
May 4	Peterborough	Ryan Timothy	Timothy J. Strickland	Karin Lynn Kupfer
May 29	Lebanon	Peighton Elaine	Nils A. Ahlberg	Kimberly Ann Mills
July 12	Lebanon	Margaret Louise	Peter G. Renzelman	Carol L. Bartlett
Aug. 6	Keene	Matthew Clark	Glenn C. Gendron	Penny Ann Cutler
Aug. 27	Keene	Abigail Marie	Mark A. Yoerger	Martha Ann Reis
Sept. 6	Keene	Caleb James	Charles S. Lessard	Melissa M. Murphy
Oct. 3	Peterborough	Dylan Hathaway	Gordon J. Withers	Amy Chapin Hathaway
Oct. 7	Peterborough	Austin Michael	Rock Allen Wilson	Audra Jean Vance
Oct. 15	Keene	Dylan Michael	Ethan D. Plaisted	Karen Kay Young
Oct. 22	Keene	Jerred Lance	Robert L. Ramsey	Leigh K. Kmiec
Nov. 6	Keene	Devin Edward	David J. Hogan Jr.	Julia Fiske
Dec. 7	Lebanon	Lauren Elizabeth	Jason Dean Kelly	Jennifer Lynn Weeks

* This list may be incomplete as it is no longer mandatory for Vermont to send us vital statistic information.

1997 DEATHS *

<u>NAME</u>	<u>PLACE OF DEATH</u>	<u>DATE</u>	<u>AGE</u>
Mary Ellen Payne	Westmoreland	Jan. 4	83
Edith Jones	Keene	Jan. 22	--
Yvonne B. Nadeau	Alstead	Jan. 24	61
Lionel A. Hogue	Jaffrey	Feb. 6	91
Gilman Oliver Ellis	Alstead	April 22	86
Chance C. Johnson	Nevada	May 12	29
Benjamin Douglas Roman	Alstead	June 29	93
Robert Bullard Jaynes	Alstead	Aug. 14	75
Rollin J. Mulliner	Alstead	Sept. 18	86
Florence Foster	Alstead	Oct. 11	84
Thelma K. Porter	Lebanon	Oct. 13	79
Frank Norbert Blount	Alstead	Oct. 21	69
Thomas A. Cross	Keene	Oct. 28	51

* This list may be incomplete as it is no longer mandatory for Vermont to send us vital statistic information.

TOWN OF ALSTEAD,
NEW HAMPSHIRE

FINANCIAL STATEMENTS
AND SUPPLEMENTAL SCHEDULES

DECEMBER 31, 1997

TOWN OF ALSTEAD, NEW HAMPSHIRE

TABLE OF CONTENTS

DECEMBER 31, 1997

	<u>PAGE(S)</u>
<i>INDEPENDENT AUDITOR'S REPORT</i>	1
<i>GENERAL PURPOSE FINANCIAL STATEMENTS</i>	
<i>EXHIBIT</i>	
A Combined Balance Sheet - All Fund Types and Account Group	2
B Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types and Expendable Trust Funds	3
C Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual (Budgetary Basis) - General and Special Revenue Funds	4
D Statement of Revenues, Expenses and Changes in Fund Balance - All Nonexpendable Trust Funds	5
E Statement of Cash Flows - All Nonexpendable Trust Funds	6
<i>NOTES TO FINANCIAL STATEMENTS</i>	7 - 21
<i>SUPPLEMENTAL SCHEDULES</i>	
<i>SCHEDULE</i>	
<i>GENERAL FUND</i>	
A-1 Statement of Estimated and Actual Revenues	22
A-2 Statement of Appropriations, Expenditures and Encumbrances	23 - 24
A-3 Statement of Changes in Unreserved - Undesignated Fund Balance	25
<i>SPECIAL REVENUE FUNDS</i>	
B-1 Combining Balance Sheet	26
B-2 Combining Statement of Revenues, Expenditures and Changes in Fund Balances	27
<i>Statements of Revenues, Expenditures and Changes in Fund Balances -</i>	
B-3 Shedd Porter Memorial Library	28
B-4 Transfer Station	29
B-5 Vilas Pool	30
B-6 Arch Pond Committee	31
B-7 Conservation Commission	32

TOWN OF ALSTEAD, NEW HAMPSHIRE

TABLE OF CONTENTS

DECEMBER 31, 1997

	<u>PAGE(S)</u>
<i>TRUST FUNDS</i>	
C-1 Combining Balance Sheet	33
C-2 Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Fiduciary Fund Type - Expendable Trust Funds	34
<i>OTHER SUPPLEMENTARY INFORMATION</i>	
<i>SCHEDULES</i>	
I Summary of Town Clerk's Account	35
II Trust Funds - Summary of Principal and Income - Cash Basis	36
<i>INDEPENDENT AUDITOR'S COMMUNICATION OF</i>	
<i>REPORTABLE CONDITIONS AND OTHER MATTERS</i>	<i>37 - 38</i>

PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX 224-1380

INDEPENDENT AUDITOR'S REPORT

To the Members of the
Board of Selectmen
Town of Alstead
Alstead, New Hampshire

We have audited the accompanying general purpose financial statements of the Town of Alstead as of and for the year ended December 31, 1997 as listed in the table of contents. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The general purpose financial statements referred to above do not include the general fixed assets account group which should be included in order to conform with generally accepted accounting principles. As is the case with most municipal entities in the State of New Hampshire, the Town of Alstead has not maintained historical cost records of its fixed assets. The amount that should be recorded in the general fixed assets account group is not known.

In our opinion, except for the effect on the financial statements of the omission described in the preceding paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Alstead, as of December 31, 1997, and the results of its operations and the cash flows of its nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements of Town of Alstead taken as a whole. The combining and individual fund financial statements listed as schedules in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Town of Alstead. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

*Plodzik & Sanderson
Professional Association*

January 23, 1998

GENERAL PURPOSE
FINANCIAL STATEMENTS

EXHIBIT A
TOWN OF ALSTEAD, NEW HAMPSHIRE
Combined Balance Sheet
All Fund Types and Account Group
December 31, 1997

	Governmental Fund Types		Fiduciary Fund Type	Account Group	Total
	General	Special Revenue	Trust	General Long-Term Debt	(Memorandum Only)
ASSETS AND OTHER DEBITS					
<u>Assets</u>					
Cash and Equivalents	\$ 595,980	\$ 43,742	\$ 2,431	\$	\$ 642,153
Investments		10,666	305,469		316,135
<u>Receivables (Net of</u>					
<u>Allowances For Uncollectibles)</u>					
Taxes	552,210				552,210
Accounts	14,076	4,043			18,119
Special Assessments	9,005				9,005
Interfund Receivable		10,739			10,739
Prepaid Items	10,653				10,653
<u>Other Debits</u>					
Amount to be Provided for Retirement of General Long-Term Debt				89,859	89,859
TOTAL ASSETS AND OTHER DEBITS	\$ 1,181,924	\$ 69,190	\$ 307,900	\$ 89,859	\$ 1,648,873
LIABILITIES AND EQUITY					
<u>Liabilities</u>					
Accounts Payable	\$ 6,957	\$	\$	\$	\$ 6,957
Accrued Payroll and Benefits	6,151				6,151
Intergovernmental Payable	914,986		606		915,592
Interfund Payable	10,739				10,739
Deferred Revenues	9,005				9,005
General Obligation Debt Payable				57,667	57,667
Capital Leases Payable				32,192	32,192
Total Liabilities	947,838		606	89,859	1,038,303
<u>Equity</u>					
<u>Fund Balances</u>					
Reserved For Endowments			116,460		116,460
Reserved For Special Purposes			190,834		190,834
<u>Unreserved</u>					
Designated For Special Purposes		69,190			69,190
Undesignated	234,086				234,086
Total Equity	234,086	69,190	307,294		610,570
TOTAL LIABILITIES AND EQUITY	\$ 1,181,924	\$ 69,190	\$ 307,900	\$ 89,859	\$ 1,648,873

The notes to financial statements are an integral part of this statement.

EXHIBIT B
TOWN OF ALSTEAD, NEW HAMPSHIRE
Combined Statement of Revenues, Expenditures and Changes in Fund Balances
All Governmental Fund Types and Expendable Trust Funds
For the Fiscal Year Ended December 31, 1997

	Governmental Fund Types		Fiduciary Fund Type	Total
	General	Special Revenue	Expendable Trust	(Memorandum Only)
<u>Revenues</u>				
Taxes	\$ 2,582,853	\$	\$	\$ 2,582,853
Licenses and Permits	162,228			162,228
Intergovernmental	144,089			144,089
Charges for Services	3,014	7,618		10,632
Miscellaneous	66,945	29,106	9,786	105,837
<u>Other Financing Sources</u>				
Operating Transfers In	<u>79</u>	<u>42,490</u>	<u></u>	<u>42,569</u>
<u>Total Revenues and</u>				
<u>Other Financing Sources</u>	<u>2,959,208</u>	<u>79,214</u>	<u>9,786</u>	<u>3,048,208</u>
<u>Expenditures</u>				
<u>Current</u>				
General Government	259,674		731	260,405
Public Safety	113,202			113,202
Highways and Streets	275,338			275,338
Sanitation	57,919	2,500		60,419
Health	12,230			12,230
Welfare	2,523			2,523
Culture and Recreation	5,144	58,644		63,788
Conservation	150	1,350		1,500
Debt Service	94,183			94,183
Capital Outlay	995			995
Intergovernmental	2,018,915			2,018,915
<u>Other Financing Uses</u>				
Operating Transfers Out	<u>41,280</u>	<u></u>	<u>79</u>	<u>41,359</u>
<u>Total Expenditures and</u>				
<u>Other Financing Uses</u>	<u>2,881,553</u>	<u>62,494</u>	<u>810</u>	<u>2,944,857</u>
<u>Excess of Revenues and</u>				
<u>Other Financing Sources Over</u>				
<u>Expenditures and Other Financing Uses</u>	77,655	16,720	8,976	103,351
<u>Fund Balances - January 1</u>	<u>156,431</u>	<u>52,470</u>	<u>145,008</u>	<u>353,909</u>
<u>Fund Balances - December 31</u>	<u>\$ 234,086</u>	<u>\$ 69,190</u>	<u>\$ 153,984</u>	<u>\$ 457,260</u>

The notes to financial statements are an integral part of this statement.

EXHIBIT C
TOWN OF ALSTEAD, NEW HAMPSHIRE
Combined Statement of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Budgetary Basis)
General and Special Revenue Funds
For the Fiscal Year Ended December 31, 1997

	<u>General Fund</u>		Variance
	<u>Budget</u>	<u>Actual</u>	<u>Favorable</u> <u>(Unfavorable)</u>
Revenues			
Taxes	\$ 2,527,371	\$ 2,582,853	\$ 55,482
Licenses and Permits	142,700	162,228	19,528
Intergovernmental	142,513	144,089	1,576
Charges for Services	1,500	3,014	1,514
Miscellaneous	39,960	66,945	26,985
Other Financing Sources			
Operating Transfers In	<u>1,000</u>	<u>79</u>	<u>(921)</u>
Total Revenues and Other Financing Sources	<u>2,855,044</u>	<u>2,959,208</u>	<u>104,164</u>
Expenditures			
Current			
General Government	294,900	259,674	35,226
Public Safety	113,397	113,202	195
Highways and Streets	276,500	275,338	1,162
Sanitation	61,000	57,919	3,081
Health	15,220	12,230	2,990
Welfare	8,000	2,523	5,477
Culture and Recreation	5,700	5,144	556
Conservation	500	150	350
Debt Service	96,912	94,183	2,729
Capital Outlay		995	(995)
Intergovernmental	2,018,915	2,018,915	
Other Financing Uses			
Operating Transfers Out	<u>41,280</u>	<u>41,280</u>	<u></u>
Total Expenditures and Other Financing Uses	<u>2,932,324</u>	<u>2,881,553</u>	<u>50,771</u>
Excess (Deficiency) of Revenues and			
Other Financing Sources Over (Under)			
Expenditures and Other Financing Uses	<u>\$ (77,280)</u>	77,655	<u>\$ 154,935</u>
Decrease in Reserve for Encumbrances		15,678	
Unreserved Fund Balances - January 1		<u>140,753</u>	
Unreserved Fund Balances - December 31		<u>\$ 234,086</u>	

Annually Budgeted Special Revenue Funds			Totals (Memorandum Only)		
Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
\$	\$	\$	\$ 2,527,371	\$ 2,582,853	\$ 55,482
			142,700	162,228	19,528
			142,513	144,089	1,576
4,500	7,618	3,118	6,000	10,632	4,632
	12,296	12,296	39,960	79,241	39,281
<u>41,280</u>	<u>42,490</u>	<u>1,210</u>	<u>42,280</u>	<u>42,569</u>	<u>289</u>
<u>45,780</u>	<u>62,404</u>	<u>16,624</u>	<u>2,900,824</u>	<u>3,021,612</u>	<u>120,788</u>
			294,900	259,674	35,226
			113,397	113,202	195
			276,500	275,338	1,162
4,500	2,500	2,000	65,500	60,419	5,081
			15,220	12,230	2,990
			8,000	2,523	5,477
41,280	52,047	(10,767)	46,980	57,191	(10,211)
			500	150	350
			96,912	94,183	2,729
				995	(995)
			2,018,915	2,018,915	
<u> </u>	<u> </u>	<u> </u>	<u>41,280</u>	<u>41,280</u>	<u> </u>
<u>45,780</u>	<u>54,547</u>	<u>(8,767)</u>	<u>2,978,104</u>	<u>2,936,100</u>	<u>42,004</u>
<u>\$ -0-</u>	7,857	<u>\$ 7,857</u>	<u>\$ (77,280)</u>	85,512	<u>\$ 162,792</u>
				15,678	
	<u>28,102</u>			<u>168,855</u>	
	<u>\$ 35,959</u>			<u>\$ 270,045</u>	

The notes to financial statements are an integral part of this statement.

EXHIBIT D
TOWN OF ALSTEAD, NEW HAMPSHIRE
Statement of Revenues, Expenses and Changes in Fund Balance
All Nonexpendable Trust Funds
For the Fiscal Year Ended December 31, 1997

	Fiduciary <u>Fund Type</u> Nonexpendable <u>Trust Funds</u>
<u>Operating Revenues</u>	
New Funds	\$ 600
Interest and Dividends	<u>8,635</u>
<u>Total Operating Revenues</u>	9,235
<u>Operating Expenses</u>	
Trust Income Distributions	<u>8,635</u>
<u>Operating Income</u>	600
<u>Fund Balance - January 1</u>	<u>152,710</u>
<u>Fund Balance - December 31</u>	<u>\$ 153,310</u>

The notes to financial statements are an integral part of this statement.

EXHIBIT E
TOWN OF ALSTEAD, NEW HAMPSHIRE
Statement of Cash Flows
All Nonexpendable Trust Funds
For the Fiscal Year Ended December 31, 1997

	<u>Fiduciary Fund Type Nonexpendable Trust Funds</u>
<u>Cash Flows From Operating Activities</u>	
Interest and Dividends Received	\$ 8,635
New Funds Received	600
Trust Income Distributions	<u>(8,635)</u>
<u>Net Cash Provided by Operating Activities</u>	600
<u>Cash Flows From Investing Activities</u>	
Net Purchase of Investment Securities	<u>(1,498)</u>
<u>Net (Decrease) in Cash</u>	(898)
<u>Cash - January 1</u>	<u>3,329</u>
<u>Cash - December 31</u>	<u><u>\$ 2,431</u></u>
 <i>Reconciliation of Net Income to Net Cash Provided by Operating Activities</i>	
<u>Operating Income</u>	<u><u>\$ 600</u></u>

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The Town of Alstead, New Hampshire is a municipal corporation governed by an elected 3-member Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the Town of Alstead (primary government), and its component units. Component units are organizations for which the primary government is financially accountable or for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Based on the foregoing criteria, no other organizations are included in the Town's financial reporting entity.

B. Basis of Presentation - Fund Accounting

The accounts of the Town are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures/expenses, as appropriate. The various funds are grouped by type in the financial statements. The following fund types and account groups are used by the Town:

Governmental Fund Types

General Fund - The General Fund is the general operating fund of the Town. All general tax revenues and other receipts that are not allocated by law or contractual agreement to another fund are accounted for in this fund. From the fund are paid the general operating expenditures, the fixed charges, and the capital improvement costs that are not paid through other funds.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action. The following funds are included in this fund type:

Shedd Porter Memorial Library
Transfer Station
Vilas Pool

Arch Pond Committee
Conservation Commission

Fiduciary Fund Types

Fiduciary Fund Types - These funds account for assets held by the Town as a trustee or agent for individuals and other units of government.

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

The following funds are included in this fund type:

Nonexpendable Trust Fund
Town Trusts

Expendable Trust Funds
All Other Town Trusts
Capital Reserve

Account Groups

Account groups are not "funds." They are concerned only with the measurement of financial position. They are not involved with measurement of results of operations. The Town uses the following account groups:

General Fixed Assets Account Group - General fixed assets have been acquired for general governmental purposes and have been recorded as expenditures in the fund making the expenditure. These expenditures are required to be capitalized at historical cost in a General Fixed Asset Group of Accounts for accountability purposes. In accordance with the practices followed by most other municipal entities in the State, the Town does not maintain such a record of its general fixed assets and, accordingly, a statement of general fixed assets, required by generally accepted accounting principles, is not included in this financial report.

General Long-Term Debt Account Group - This account group is established to account for all long-term debt of the Town.

C. Measurement Focus/Basis of Accounting

Governmental and Expendable Trust Funds use the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable (flow of current financial resources measurement focus). Licenses and permits, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash. General taxes, intergovernmental revenues, charges for services, and investment earnings are recorded when earned (when they are measurable and available). Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except expenditures for debt service, prepaid expenses, and other long-term obligations, which are recognized when due.

All Nonexpendable Trust Funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred (flow of economic resources measurement focus).

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

D. Budgetary Accounting

General Budget Policies

General governmental revenues and expenditures accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements which govern the Town's operations. At its annual meeting, the Town adopts a budget for the current year for the General, Shedd Porter Memorial Library and Transfer Station Funds. Except as reconciled below, budgets are adopted on a basis consistent with generally accepted accounting principles.

Management may transfer appropriations between operating categories as they deem necessary, but expenditures may not legally exceed budgeted appropriations in total. All annual appropriations lapse at year-end unless encumbered.

State statutes require balanced budgets, but provide for the use of beginning unreserved fund balance to achieve that end. In the fiscal year 1997, \$77,280 of the beginning General Fund fund balance was applied for this purpose.

Encumbrance accounting, under which purchase orders, contracts, and continuing appropriations (certain projects and specific items not fully expended at year end) are recognized, is employed in the governmental funds. Encumbrances are not the equivalent of expenditures and are therefore reported as part of the fund balance at December 31 and are carried forward to supplement appropriations of the subsequent year.

Amounts recorded as budgetary expenditures in the Combined Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General and Special Revenue Funds (Exhibit C) are presented on the basis budgeted by the Town. The amounts differ from those reported in conformity with generally accepted accounting principles in the Combined Statement of Revenues, Expenditures and Changes in Fund Balances for All Governmental and Expendable Trust Funds (Exhibit B) as follows:

	<u>General</u>	<u>Special Revenue</u>
<u>Expenditures and Other Financing Uses</u>		
Per Exhibit C (Budgetary Basis)	\$ 2,881,553	\$ 54,547
<u>Adjustment</u>		
<u>Entity Difference</u>		
<u>Unbudgeted Funds</u>		
Vilas Pool		6,537
Arch Pond Committee		60
Conservation Commission		<u>1,350</u>
Per Exhibit B (GAAP Basis)	<u>\$ 2,881,553</u>	<u>\$ 62,494</u>

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

E. Assets, Liabilities and Fund Equity

Cash and Investments

The Town Treasurer is required by State statute to have custody of all monies belonging to the Town and shall pay out the same only upon orders of the selectmen. The Town Treasurer shall deposit all such monies in solvent banks in the state or in participation units in the public deposit investment pool established pursuant to RSA 383:22. Funds may be deposited in banks outside the state if such banks pledge and deliver to the state treasurer as collateral security for such deposits in value at least equal to the amount of the deposit in each case.

State statutes authorize the Treasurer, with the approval of the selectmen, to invest excess funds in obligations of the United States government, in the public deposit investment pool established pursuant to RSA 383:22, in savings bank deposits of banks incorporated under the laws of the State of New Hampshire or in certificates of deposits of banks incorporated under the laws of the State of New Hampshire or in national banks located within this state or the Commonwealth of Massachusetts. Any person who directly or indirectly receives any such funds or monies for deposit or for investment in securities of any kind shall, prior to acceptance of such funds, make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

For financial reporting purposes, cash and equivalents include amounts in demand deposits and money market funds, as well as certificates of deposit and short-term investments with original maturities of 90 days or less.

The Town is authorized by State statute to invest Trust Funds, including Capital Reserve Funds, in obligations of political subdivisions and stocks and bonds that are legal for investment by New Hampshire savings banks except mutual funds unless the mutual funds are registered with the Securities and Exchange Commission, qualified for sale in the State of New Hampshire in accordance with the New Hampshire uniform securities act of the New Hampshire Secretary of State's office, and have in their prospectus a stated investment policy which is consistent with the investment policy adopted by the Trustees of Trust Funds in accordance with RSA 35:9. The Trustees may also invest trust funds in New Hampshire credit unions and in the public deposit investment pool established pursuant to RSA 383:22. Capital Reserve Funds must be kept in a separate account and not intermingled with other funds.

The Town does participate in the New Hampshire Public Deposit Investment Pool. Based on GASB Statement No. 3, investments with the Pool are considered to be unclassified. At this time, the Pool's investments are limited to short-term U.S. Treasury and U.S. Government Agency obligations, State of New Hampshire municipal obligations, certificates of deposit from AI/PI-rated banks, money market mutual funds (maximum of 20% of portfolio), overnight to 30-day repurchase agreements and reverse overnight repurchase agreements with primary dealers or dealer banks.

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

The Trustees of Trust Funds file annual reports with the New Hampshire Attorney General.

Investments are stated at cost or, in the case of donated investments, at the market value of the date of bequest or receipt.

Receivables

Revenues for the most part are recorded when received, except for the following items for which receivables have been recorded:

- a. Tax revenue is recorded when a warrant for collection is committed to the Tax Collector. However, any taxes where there is a doubt as to collection have been reserved. In addition, a portion of the current uncollected balance for which a potential exists of abatement and/or tax deedings have also been reserved. This reserve totals \$45,000 at December 31, 1997.

The National Council on Governmental Accounting (NCGA), Interpretation 3, *Revenue Recognition - Property Taxes*, requires that if property taxes are not collected within 60 days after year end, the revenue is not considered an "available spendable resource" and should be deferred. An exception to the general "60-day rule" is allowed in unusual circumstances. The Town has consistently recorded the property tax revenue when levied without deferral in accordance with the "60-day rule." Since this practice of recording the property tax revenue when levied is widely recognized as being generally accepted as the prevalent practice in New Hampshire, the Town believes that such practice is a knowledgeable application of the NCGA Interpretation 3 exception and therefore Level 4 GAAP compliance may be reached. Level 4 includes "widely recognized and prevalent practices."

As prescribed by law, the Tax Collector places a lien on properties for all uncollected property taxes in the following year after taxes are due. The lien on these properties has priority over other liens and accrues interest at 18% per annum.

If property is not redeemed within the 2-year redemption period, the property is tax-deeded to the Town.

- b. Various service charges are recorded as revenue for the period when service was provided. The receivables for such services are shown on the balance sheet net of an allowance for estimated uncollectibles.

Interfund Receivables and Payables

During the course of normal operations, the Town has transactions between funds, including expenditures and transfers of resources to provide services and fund capital outlay. The accompanying governmental and fiduciary fund financial statements reflect such transactions as transfers. To the extent that certain transactions have not been paid or received as of December 31, balances of interfund amounts receivable or payable have been recorded.

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

Deferred Revenue

The government reports deferred revenue on its combined balance sheet. Deferred revenue arises when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenue also arises when resources are received by the government before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Long-Term Liabilities

General Obligation Debt - General obligation bonds, notes, capital leases, and other forms of long-term debt supported by general revenues are obligations of the Town as a whole. Accordingly, such unmatured obligations of the Town are accounted for in the General Long-Term Debt Account Group.

Compensated Absences - Employees are entitled to certain compensated absences based on their length of employment. Compensated absences accumulate and are recorded as expenditures when they are paid.

Fund Equity

The portion of fund balance which has been legally segregated for a specific future use, or which indicates that a portion is not appropriable for expenditures, is shown as reserved. The following reserves were used by the Town during the year:

Reserved for Endowments - represents the principal balance of Nonexpendable Trust Funds which must be held for investment purposes only.

Reserved for Encumbrances - is used to account for open purchase orders, contracts and other commitments at year end for which goods and services have not been received.

Reserved for Special Purposes - is used to account for the unencumbered balance of restricted funds. These include the Town's Expendable Trust Funds and the income portion of the Town's Nonexpendable Trust Funds.

Total Columns (Memorandum Only) on Combined Statements

Amounts in the "Total (Memorandum Only)" columns in the combined financial statement line items of the fund types and account groups are presented for analytical purposes only. The summation includes fund types and account groups that use different bases of accounting, includes interfund transactions that have not been eliminated and the caption "amounts to be provided," which is not an asset in the usual sense. Consequently, amounts shown in the "Total (Memorandum Only)" columns are not comparable to a consolidation and do not represent the total resources available or total revenues and expenditures/expenses of the Town.

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Excess of Expenditures Over Appropriations

The following governmental fund had an excess of expenditures over appropriations for the year ended December 31, 1997:

<u>Special Revenue Fund</u>	
Shedd Porter Memorial Library	<u>\$10,767</u>

Overexpenditures occurred primarily due to the failure to gross budget for library expenditures from miscellaneous revenue.

NOTE 3 - ASSETS

A. Cash and Equivalents

The Town maintains a common bank account in which the cash balances of the General and Transfer Stations Funds are maintained. The common bank account is used for receipts and disbursements relating to these funds. All time deposits are the property of the General Fund.

At year end, the Town's cash deposits categorized according to risk assumed were as follows:

- Category 1* Includes deposits that are insured (Federal Depository Insurance).
- Category 2* Includes deposits that are uninsured, but are collateralized by securities held by the pledging financial institution, its trust department or agent in the Town's name.
- Category 3* Includes deposits that are uninsured and uncollateralized.

	<u>Category</u>			<u>Total</u>	
	<u>1</u>	<u>2</u>	<u>3</u>	<u>Bank Balance</u>	<u>Carrying Value</u>
Cash					
Bank Deposits	<u>\$ 140,189</u>	<u>\$ -0-</u>	<u>\$ 471,139</u>	<u>\$ 611,328</u>	<u>\$ 642,153</u>

B. Investments

Investments made by the Town are summarized below. The investments that are represented by specific identifiable investment securities are classified as to credit risk into three categories as follows:

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

- Category 1* Includes investments that are insured or registered, for which the securities are held by the Town or its agent in the Town's name.
- Category 2* Includes uninsured and unregistered investments, for which the securities are held by the Town, broker, counter party's trust department or agent in the Town's name.
- Category 3* Includes uninsured and unregistered investments, for which the securities are held by the broker, counter party, counter party's trust department, or agent, but not in the Town's name.

	Category			Carrying Amount	Market Value
	<u>1</u>	<u>2</u>	<u>3</u>		
Certificates of Deposit	<u>\$10,666</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	\$ 10,666	\$ 10,666
Mutual Funds				9,076	201,340
New Hampshire Public Deposit Investment Pool				<u>296,393</u>	<u>296,393</u>
<u>Total Investments</u>				<u>\$ 316,135</u>	<u>\$ 508,399</u>

C. Property Taxes

The property tax year is from April 1 to March 31 and all property taxes are assessed on the inventory taken in April of that year. The net assessed valuation as of April 1, 1997, upon which the 1997 property tax levy was based was \$37,991,864.

The Town subscribes to the semi-annual method of tax collection as provided for by RSA 76:15-a. Under this method, tax bills are sent on or around June 1 and November 1 of each year, with interest accruing at a rate of 12% on bills outstanding for more than 30 days.

The June 1 billing is considered an estimate only and is one half of the previous year's tax billing. The remaining balance of taxes due is billed in the fall after the State Department of Revenue Administration has calculated and approved the Town's tax rate for the fiscal year.

In connection with the setting of the tax rate, Town Officials, with the approval of the New Hampshire Department of Revenue Administration, establish and raise through taxation an amount for abatements and refunds of property taxes, known as overlay. This amount is reported as a reduction in tax revenue and is adjusted by management for any tax reserves at year end. The property taxes collected by the Town include taxes levied for the Fall Mountain Regional School District and Cheshire County, which are remitted to these governmental units as required by law. The ultimate responsibility for the collection of taxes rests with the Town.

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

The tax rate for the year ended December 31, 1997, was as follows:

Municipal Portion	\$ 13.79
School Tax Assessment	47.36
County Tax Assessment	<u>4.77</u>
Total	<u>\$ 65.92</u>

As prescribed by law, within 18 months of the date assessed, the Tax Collector places a lien on properties for all uncollected property taxes. The lien on these properties has priority over other liens and accrues interest at 18% per annum. If property is not redeemed within the 2-year redemption period, the property is tax-deeded to the Town.

During the current fiscal year, the Tax Collector on June 23 placed a lien for all uncollected 1996 property taxes.

Taxes receivable at December 31, 1997, are as follows:

<u>Property Taxes</u>	
Levy of 1997	\$ 369,288
<u>Unredeemed Taxes (under tax lien)</u>	
Levy of 1996	139,053
Levy of 1995	79,571
Levy of 1994 and Prior	8,414
Yield Taxes	884
Less: Reserve for estimated uncollectible taxes	<u>(45,000)</u>
<u>Total Taxes Receivable</u>	<u>\$ 552,210</u>

D. Other Receivables

Receivables as of December 31, 1997, are as follows:

	<u>General</u>	<u>Special Revenue</u>	<u>Total</u>
<u>Receivables</u>			
Accounts	\$ 14,076	\$ 4,460	\$ 18,536
Special Assessments	9,005		9,005
Allowance for Uncollectible Amounts	<u> </u>	<u>(417)</u>	<u>(417)</u>
<u>Net Total Receivables</u>	<u>\$ 23,081</u>	<u>\$ 4,043</u>	<u>\$ 27,124</u>

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

E. Interfund Receivables/Payables

Individual fund interfund receivable and payable balances at December 31, 1997 are as follows:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
General Fund	\$	\$ 10,739
<u>Special Revenue Fund</u>		
Transfer Station	<u>10,739</u>	<u> </u>
<u>Totals</u>	<u>\$ 10,739</u>	<u>\$ 10,739</u>

NOTE 4 - LIABILITIES

A. Intergovernmental Payable

Payables due other governments at December 31, 1997 include:

<u>General Fund</u>	
Fall Mountain Regional School District - Balance of 1997-98 Assessment	\$ 914,986
<u>Trust Funds</u>	
<u>Nonexpendable Trusts</u>	
School Trusts in Custody of Town Trustees	<u>606</u>
<u>Total</u>	<u>\$ 915,592</u>

B. Deferred Revenue

General Fund

Deferred revenue at December 31, 1997 (\$9,005) represents Rogers Road Betterment Assessments not currently available.

C. Defined Benefit Pension Plan

Plan Description and Provisions

The Town of Alstead participates in the New Hampshire Retirement System (System) which is the administrator of a cost-sharing multiple-employer contributory pension plan and trust established in 1967 by RSA 100-A:2 and is qualified as a tax-exempt organization under Sections 401 (a) and 501 (a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death and vested retirement benefits to members and their beneficiaries. Provisions for benefits and contributions are established and can be amended by the New Hampshire State Legislature. The System issues a publicly available financial report that may be obtained by writing the New Hampshire Retirement System, 4 Chenell Drive, Concord, NH 03301.

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

Description of Funding Policy

The System is financed by contributions from both the employees and the Town. Member contribution rates are established and may be amended by the State legislature while employer contribution rates are set by the System trustees based on an actuarial valuation. All employees except police officers and firefighters are required to contribute 5% of earnable compensation. Police officers and firefighters are required to contribute 9.3% of gross earnings. For the period January 1 through June 30, 1997, the town contributed 2.73% for police officers, 5.12% for firefighters and 3.39% for other employees. From July 1 through December 31, 1997, the rates were 3.812% for police officers, 5.822% for firefighters and 4.282% for other employees. The contribution requirements for the Town of Alstead for the years 1995, 1996, and 1997 were \$677, \$747, and \$919, respectively, which were paid in full in each year.

The State of New Hampshire funds 35% of employer costs for teachers, firefighters and police officers employed by the Town. The State does not participate in funding the employer cost of other Town employees. GASB Statement 24, "Accounting and Financial Reporting for Certain Grants and Other Financial Assistance" requires this amount to be reported as a revenue and expenditure in the Town's financial statements. Due to the immateriality, this amount, \$495, has not been so recorded.

Deferred Compensation Plan - The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all employees, permits the employees to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency.

The plan is administered by an independent company, and the Town remits all compensation deferred to this administrator for investment as requested by the participant employees. All compensation deferred and funded under the plan, all investments purchased and all income attributable thereto are solely the property and rights of the Town (until paid or made available to the employee or other beneficiary), subject only to the claims of the Town's general creditors. Participants' rights under the plan are equal to those of general creditors of the Town in an amount equal to the fair market value of the deferred account for each participant.

It is the opinion of Management that the Town has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor. The Town believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1997

D. Long-Term Debt

The following is a summary of the Town's general long-term debt transactions for the fiscal year ended December 31, 1997:

	General Obligation Debt Payable	Capital Leases Payable	Total
<i>General Long-Term Debt Account Group</i>			
Balance, Beginning of Year	\$ 115,334	\$ 51,399	\$ 166,733
Retired	<u>(57,667)</u>	<u>(19,207)</u>	<u>(76,874)</u>
Balance, End of Year	<u>\$ 57,667</u>	<u>\$ 32,192</u>	<u>\$ 89,859</u>

Long-term debt payable at December 31, 1997, is comprised of the following individual issues:

Description of Issue	Original Amount	Issue Date	Maturity Date	Interest Rate %	Outstanding at 12/31/97
<u>General Long-Term Debt Account Group</u>					
<u>General Obligation Debt Payable</u>					
Fire Station Note	\$73,000	1995	1998	6.0	\$ 24,334
Gilsum Mine Road Note	\$100,000	1995	1998	6.0	<u>33,333</u>
					\$ 57,667
<u>Capital Lease Payable</u>					
Motor Grader	\$91,523	1994	1999	6.0	<u>32,192</u>
<u>Total General Long-Term Debt Account Group</u>					<u>\$ 89,859</u>

Annual Requirements To Amortize Governmental Fund Debt

The annual requirements to amortize all general obligation debt outstanding as of December 31, 1997, including interest payments, are as follows:

Fiscal Year Ending <u>December 31,</u>	<u>Governmental Fund Debt</u>		
	Principal	Interest	Total
1998	<u>\$ 57,667</u>	<u>\$ 3,460</u>	<u>\$ 61,127</u>

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

Annual Requirements to Amortize Capital Leases

Fiscal Year Ending <u>December 31,</u>	Capital Leases		
	Principal	Interest	Total
1998	\$15,627	\$ 1,932	\$17,559
1999	<u>16,565</u>	<u>994</u>	<u>17,559</u>
Totals	<u>\$32,192</u>	<u>\$2,926</u>	<u>\$35,118</u>

All debt is general obligation debt of the Town, which is backed by its full faith and credit.

The lease-purchase agreement contains a non-appropriation funding clause whereby, in the event no funds or insufficient funds are appropriated by the Town, the lease shall terminate without penalty or expense to the Town.

NOTE 5 - FUND EQUITY

A. Reservations of Fund Balances

Reserved for Special Purposes

In the Trust and Agency Funds, the reserved for special purposes represents the unspent balance of the Town's Trust Funds which may be spent for the purposes specified as follows:

<u>Nonexpendable Trust Funds</u> (Income Balances)		
Warren Monument and School	\$ 47	
Cemetery	<u>36,803</u>	
<u>Total Nonexpendable Trust Funds</u>		\$ 36,850
<u>Capital Reserve Funds</u>		
Highway Equipment	\$ 5,579	
Police	4,499	
Fire	4,499	
Ambulance	4,499	
Acquisition of Park & Conservation Land	4,170	
Town Office	<u>85,372</u>	
<u>Total Capital Reserve Funds</u>		108,618
<u>Other Expendable Town Trusts</u>		
Maybelle H. Still Memorial - Town History	\$ 36,739	
Lufkin Memorial - Historical Society	<u>8,627</u>	
<u>Total Other Expendable Town Trusts</u>		<u>45,366</u>
<u>Total</u>		<u>\$ 190,834</u>

TOWN OF ALSTEAD, NEW HAMPSHIRE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1997

Reserved for Endowments

The amount reserved for endowments at December 31, 1997 represents the principal amount of all Nonexpendable Trust Funds which is restricted either by law or by terms of individual bequests, in that only income earned may be expended. The principal balances of the Town's Nonexpendable Trust Funds at December 31, 1997 are detailed as follows:

<u>Purpose</u>	<u>Principal</u>
Warren Monument and School	\$ 5,262
Kimball Library	2,465
Carpenter Library	500
C.F. Warren Library	5,650
Cemetery	87,942
Wells and Smith Cemetery and School	510
Whitton Endowment Library	<u>14,131</u>
<u>Total</u>	<u>\$ 116,460</u>

B. Unreserved Fund Balances

Designated for Special Purposes

The designated for special purposes represents Special Revenue Fund balances which management intends to use in the subsequent years as follows:

<u>Special Revenue Funds</u>	
Vilas Pool	\$ 16,643
Shedd Porter Memorial Library	24,803
Transfer Station	11,156
Arch Pond Committee	12,254
Conservation Commission	<u>4,334</u>
<u>Total</u>	<u>\$ 69,190</u>

NOTE 6 - SUMMARY DISCLOSURE OF SIGNIFICANT CONTINGENCIES

Litigation

There are various claims and suits pending against the Town which arise in the normal course of the Town's activities. In the opinion of management, the ultimate disposition of these various claims and suits will not have a material effect on the financial position of the Town.

TOWN OF ALSTEAD, NEW HAMPSHIRE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

NOTE 7 - TRUST FUNDS

On January 3, 1985, the Bellows Falls Trust Company (now Chittenden Bank) was appointed Successor Trustee of the Charles N. Vilas Trust, to act in place and stead of Citibank, N.A., and United States Trust Company. The market value of the trusts as reported by the bank at December 31, 1997 is \$2,569,573. The reports of the Chittenden Bank were not examined by Plodzik & Sanderson Professional Association.

SUPPLEMENTAL SCHEDULES

*Combining and Individual Fund
Financial Statements*

SCHEDULE A-1
TOWN OF ALSTEAD, NEW HAMPSHIRE
General Fund
Statement of Estimated and Actual Revenues
For the Fiscal Year Ended December 31, 1997

REVENUES	Estimated	Actual	Over (Under) Budget
<u>Taxes</u>			
Property	\$ 2,470,371	\$ 2,490,345	\$ 19,974
Land Use Change	3,000	1,925	(1,075)
Yield	12,000	11,653	(347)
Interest and Penalties on Taxes	<u>42,000</u>	<u>78,930</u>	<u>36,930</u>
Total Taxes	<u>2,527,371</u>	<u>2,582,853</u>	<u>55,482</u>
<u>Licenses and Permits</u>			
Motor Vehicle Permit Fees	140,000	149,562	9,562
Other Licenses, Permits and Fees	<u>2,700</u>	<u>12,666</u>	<u>9,966</u>
Total Licenses and Permits	<u>142,700</u>	<u>162,228</u>	<u>19,528</u>
<u>Intergovernmental Revenues</u>			
<u>State</u>			
Shared Revenue	52,971	53,095	124
Meals and Rooms Tax Distribution	18,790	18,810	20
Highway Block Grant	70,744	70,744	
State and Federal Forest Land Reimbursement	8	8	
Other Reimbursements		<u>1,432</u>	<u>1,432</u>
Total Intergovernmental Revenues	<u>142,513</u>	<u>144,089</u>	<u>1,576</u>
<u>Charges For Services</u>			
Income From Departments	<u>1,500</u>	<u>3,014</u>	<u>1,514</u>
<u>Miscellaneous Revenues</u>			
Special Assessments	2,000	3,002	1,002
Interest on Investments	4,500	7,090	2,590
Rent of Property		190	190
Vilas Trust Income	33,000	50,118	17,118
Insurance Dividends and Reimbursements	<u>460</u>	<u>6,545</u>	<u>6,085</u>
Total Miscellaneous Revenues	<u>39,960</u>	<u>66,945</u>	<u>26,985</u>
<u>Other Financing Sources</u>			
<u>Operating Transfers In</u>			
<u>Interfund Transfers</u>			
Special Revenue Funds	1,000		(1,000)
Capital Reserve Fund		<u>79</u>	<u>79</u>
Total Other Financing Sources	<u>1,000</u>	<u>79</u>	<u>(921)</u>
<u>Total Revenues and Other Financing Sources</u>	<u>2,855,044</u>	<u>\$ 2,959,208</u>	<u>\$ 104,164</u>
<u>Unreserved Fund Balance</u>			
<u>Used To Reduce Tax Rate</u>	<u>77,280</u>		
<u>Total Revenues, Other Financing Sources and Use of Fund Balance</u>	<u>\$ 2,932,324</u>		

See Independent Auditor's Report, page 1

*SCHEDULE A-2
TOWN OF ALSTEAD, NEW HAMPSHIRE
General Fund
Statement of Appropriations, Expenditures and Encumbrances
For the Fiscal Year Ended December 31, 1997*

	Encumbered From 1996	Appropriations 1997	Expenditures Net of Refunds	(Over) Under Budget
<u>Current</u>				
<u>General Government</u>				
Executive	\$	\$ 37,000	\$ 34,679	\$ 2,321
Election, Registration, and Vital Statistics		25,850	18,960	6,890
Financial Administration		28,250	25,664	2,586
Revaluation of Property		15,000	7,764	7,236
Legal Expenses		15,000	10,748	4,252
Personnel Administration		50,000	57,821	(7,821)
Planning and Zoning	5,000	6,000	2,852	8,148
General Government Buildings		66,800	50,286	16,514
Cemeteries /		3,500	3,300	200
Insurance, not otherwise allocated		45,000	45,663	(663)
Advertising and Regional Associations		2,500	1,937	563
Total General Government	5,000	294,900	259,674	40,226
<u>Public Safety</u>				
Police Department		51,879	43,080	8,799
Ambulance		15,768	16,026	(258)
Fire Department		30,250	40,735	(10,485)
Emergency Management		15,500	13,361	2,139
Total Public Safety		113,397	113,202	195
<u>Highways and Streets</u>				
Administration		36,000	33,351	2,649
Highways and Streets		231,500	233,613	(2,113)
Street Lighting		9,000	8,374	626
Total Highways and Streets		276,500	275,338	1,162
<u>Sanitation</u>				
Administration		21,050	25,421	(4,371)
Solid Waste Disposal		39,950	32,498	7,452
Total Sanitation		61,000	57,919	3,081
<u>Health</u>				
Animal Control		1,900	186	1,714
Health Agencies and Hospitals		13,320	12,044	1,276
Total Health		15,220	12,230	2,990
<u>Welfare</u>				
Administration			100	(100)
Direct Assistance		8,000	2,423	5,577
Total Welfare		8,000	2,523	5,477

See Independent Auditor's Report, page 1

SCHEDULE A-2 (Continued)
TOWN OF ALSTEAD, NEW HAMPSHIRE
General Fund
Statement of Appropriations, Expenditures and Encumbrances
For the Fiscal Year Ended December 31, 1997

	Encumbered <u>From 1996</u>	Appropriations <u>1997</u>	Expenditures Net of <u>Refunds</u>	(Over) Under <u>Budget</u>
<u>Culture and Recreation</u>				
Parks and Recreation		5,500	4,944	556
Patriotic Purposes		<u>200</u>	<u>200</u>	
Total Culture and Recreation		<u>5,700</u>	<u>5,144</u>	<u>556</u>
<u>Conservation</u>		<u>500</u>	<u>150</u>	<u>350</u>
<u>Debt Service</u>				
Principal of Long-Term Debt		57,667	57,667	
Interest Expense - Long-Term Debt		6,920	6,985	(65)
Interest Expense - Tax Anticipation Notes		10,000	7,206	2,794
Lease Payments		<u>22,325</u>	<u>22,325</u>	
Total Debt Service		<u>96,912</u>	<u>94,183</u>	<u>2,729</u>
<u>Capital Outlay</u>				
Vilas Pool Bridge			995	(995)
Municipal Building Repairs	<u>10,678</u>			<u>10,678</u>
Total Capital Outlay	<u>10,678</u>		<u>995</u>	<u>9,683</u>
<u>Intergovernmental</u>				
School District Assessment		1,835,966	1,835,966	
County Tax Assessment		<u>182,949</u>	<u>182,949</u>	
Total Intergovernmental		<u>2,018,915</u>	<u>2,018,915</u>	
<u>Other Financing Uses</u>				
<u>Operating Transfers Out</u>				
<u>Interfund Transfers</u>				
Special Revenue Funds		<u>41,280</u>	<u>41,280</u>	
<u>Total Appropriations</u>				
<u>Expenditures and Encumbrances</u>	<u>\$ 15,678</u>	<u>\$ 2,932,324</u>	<u>\$ 2,881,553</u>	<u>\$ 66,449</u>

See Independent Auditor's Report, page 1

*SCHEDULE A-3
TOWN OF ALSTEAD, NEW HAMPSHIRE
General Fund
Statement of Changes in Unreserved - Undesignated Fund Balance
For the Fiscal Year Ended December 31, 1997*

<u>Unreserved - Undesignated</u> <u>Fund Balance - January 1</u>	\$ 140,753	
<u>Deduction</u> Unreserved Fund Balance Used To Reduce 1997 Tax Rate	<u>77,280</u>	
		\$ 63,473
<u>Additions</u> <u>1997 Budget Summary</u> Revenue Surplus (Schedule A-1) Unexpended Balance of Appropriations (Schedule A-2)	\$ 104,164 <u>66,449</u>	
1997 Budget Surplus		<u>170,613</u>
<u>Unreserved - Undesignated</u> <u>Fund Balance - December 31</u>		<u>\$ 234,086</u>

See Independent Auditor's Report, page 1

SCHEDULE B-1
TOWN OF ALSTEAD, NEW HAMPSHIRE
Special Revenue Funds
Combining Balance Sheet
December 31, 1997

<u>ASSETS</u>	Shedd Porter <u>Memorial Library</u>	Transfer <u>Station</u>	Vilas <u>Pool</u>	Arch Pond <u>Committee</u>	Conservation <u>Commission</u>	Total
Cash and Equivalents	\$ 14,137	\$	\$ 13,017	\$ 12,254	\$ 4,334	\$ 43,742
Investments	10,666					10,666
<u>Receivables (Net of Allowances For Uncollectibles)</u>						
Accounts		417	3,626			4,043
Interfund Receivable	<u> </u>	<u>10,739</u>	<u> </u>	<u> </u>	<u> </u>	<u>10,739</u>
 TOTAL ASSETS	 <u>\$ 24,803</u>	 <u>\$ 11,156</u>	 <u>\$ 16,643</u>	 <u>\$ 12,254</u>	 <u>\$ 4,334</u>	 <u>\$ 69,190</u>
 <u>FUND BALANCES</u>						
 <u>Unreserved</u>						
Designated For Special Purposes	 <u>\$ 24,803</u>	 <u>\$ 11,156</u>	 <u>\$ 16,643</u>	 <u>\$ 12,254</u>	 <u>\$ 4,334</u>	 <u>\$ 69,190</u>

See Independent Auditor's Report, page 1

*SCHEDULE B-2
TOWN OF ALSTEAD, NEW HAMPSHIRE
Special Revenue Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Year Ended December 31, 1997*

	Shedd Porter Memorial <u>Library</u>	Transfer <u>Station</u>	Vilas <u>Pool</u>	Arch Pond <u>Committee</u>	Conservation <u>Commission</u>	Total
Revenues						
Charges for Services	\$	\$ 7,618	\$	\$	\$	\$ 7,618
Miscellaneous	12,296		14,047	424	2,339	29,106
Other Financing Sources						
Operating Transfers In	<u>42,490</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u>42,490</u>
Total Revenues and Other Financing Sources	<u>54,786</u>	<u>7,618</u>	<u>14,047</u>	<u>424</u>	<u>2,339</u>	<u>79,214</u>
Expenditures						
Current						
Sanitation		2,500				2,500
Conservation					1,350	1,350
Culture and Recreation	<u>52,047</u>	<u> </u>	<u>6,537</u>	<u>60</u>	<u> </u>	<u>58,644</u>
Total Expenditures	<u>52,047</u>	<u>2,500</u>	<u>6,537</u>	<u>60</u>	<u>1,350</u>	<u>62,494</u>
Excess of Revenues and Other Financing Sources Over Expenditures	2,739	5,118	7,510	364	989	16,720
Fund Balances - January 1	<u>22,064</u>	<u>6,038</u>	<u>9,133</u>	<u>11,890</u>	<u>3,345</u>	<u>52,470</u>
Fund Balances - December 31	<u>\$ 24,803</u>	<u>\$ 11,156</u>	<u>\$ 16,643</u>	<u>\$ 12,254</u>	<u>\$ 4,334</u>	<u>\$ 69,190</u>

See Independent Auditor's Report, page 1

SCHEDULE B-3
TOWN OF ALSTEAD, NEW HAMPSHIRE
Special Revenue Fund - Shedd Porter Memorial Library
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Fiscal Year Ended December 31, 1997

Revenues

Miscellaneous

Interest Income	\$ 764
Shedd Fund	6,445
Donations, Gifts and Other	5,087

Other Financing Sources

Operating Transfers In

General Fund	41,280
Trust Funds	<u>1,210</u>

Total Revenues and

<u>Other Financing Sources</u>	\$ 54,786
--------------------------------	-----------

Expenditures

Current

Culture and Recreation

Salaries and Benefits	\$ 8,735
Administrative Costs	649
Books, Periodicals and Programs	6,385
Operations and Maintenance of Facilities	2,396
Capital Acquisitions and Improvements	<u>33,882</u>

Total Expenditures

52,047

Excess of Revenues and

Other Financing Sources

\$ 2,739

Over Expenditures

Fund Balance - January 1

22,064

Fund Balance -December 31

\$ 24,803

See Independent Auditor's Report, page 1

*SCHEDULE B-4
TOWN OF ALSTEAD, NEW HAMPSHIRE
Special Revenue Fund - Transfer Station
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Fiscal Year Ended December 31, 1997*

<u>Revenues</u>	
<u>Charges for Services</u>	
User Charges	\$ 7,618
 <u>Expenditures</u>	
<u>Current</u>	
Sanitation	
Wages	<u>2,500</u>
 <u>Excess of Revenues</u>	
<u>Over Expenditures</u>	5,118
 <u>Fund Balance - January 1</u>	
	<u>6,038</u>
 <u>Fund Balance - December 31</u>	
	<u>\$ 11,156</u>

See Independent Auditor's Report, page 1

*SCHEDULE B-5
TOWN OF ALSTEAD, NEW HAMPSHIRE
Special Revenue Fund - Vilas Pool
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Fiscal Year Ended December 31, 1997*

Revenues

Miscellaneous

Vilas Trust	\$ 10,123
Interest Income	159
Donations and Other	<u>3,765</u>

Total Revenues

\$ 14,047

Expenditures

Current

Culture and Recreation

Salaries and Benefits	\$ 2,441
Administrative Costs	821
Supplies	<u>3,275</u>

Total Expenditures

6,537

Excess of Revenues

\$ 7,510

Over Expenditures

Fund Balance - January 1

9,133

Fund Balance - December 31

\$ 16,643

See Independent Auditor's Report, page 1

SCHEDULE B-6
TOWN OF ALSTEAD, NEW HAMPSHIRE
Special Revenue Fund - Arch Pond Committee
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Fiscal Year Ended December 31, 1997

Revenues	
Miscellaneous	
Interest	\$ 424
Expenditures	
Current	
Culture and Recreation	
Other	<u>60</u>
Excess of Revenues	
Over Expenditures	364
Fund Balance - January 1	<u>11,890</u>
Fund Balance - December 31	<u>\$ 12,254</u>

See Independent Auditor's Report, page 1

*SCHEDULE B-7
TOWN OF ALSTEAD, NEW HAMPSHIRE
Special Revenue Fund - Conservation Commission
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Fiscal Year Ended December 31, 1997*

Revenues

Miscellaneous

Donations and Other

\$ 2,250

Interest Income

89

Total Revenues

2,339

Expenditures

Current

Conservation Commission

1,350

Excess of Revenues

Over Expenditures

989

Fund Balance - January 1

3,345

Fund Balance - December 31

\$ 4,334

See Independent Auditor's Report, page 1

SCHEDULE C-1
TOWN OF ALSTEAD, NEW HAMPSHIRE
Trust Funds
Combining Balance Sheet
December 31, 1997

<u>ASSETS</u>	<u>Expendable</u>		<u>Non-</u> <u>Expendable</u>	<u>Total</u>
	<u>All</u> <u>Other</u>	<u>Capital</u> <u>Reserve</u>	<u>Town</u>	
Cash and Equivalents	\$	\$	\$ 2,431	\$ 2,431
Investments	<u>45,366</u>	<u>108,618</u>	<u>151,485</u>	<u>305,469</u>
 TOTAL ASSETS	 <u>\$ 45,366</u>	 <u>\$ 108,618</u>	 <u>\$ 153,916</u>	 <u>\$ 307,900</u>
 <u>LIABILITIES AND</u> <u>FUND BALANCES</u>				
<u>Liabilities</u>				
Intergovernmental Payable	\$	\$	\$ 606	\$ 606
 <u>Fund Balances</u>				
Reserved For Endowments			116,460	116,460
Reserved For Special Purposes	<u>45,366</u>	<u>108,618</u>	<u>36,850</u>	<u>190,834</u>
Total Fund Balances	<u>45,366</u>	<u>108,618</u>	<u>153,310</u>	<u>307,294</u>
 TOTAL LIABILITIES AND FUND BALANCES	 <u>\$ 45,366</u>	 <u>\$ 108,618</u>	 <u>\$ 153,916</u>	 <u>\$ 307,900</u>

See Independent Auditor's Report, page 1

SCHEDULE C-2
 TOWN OF ALSTEAD, NEW HAMPSHIRE
 Fiduciary Fund Type
 Expendable Trust Funds
 Combining Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Fiscal Year Ended December 31, 1997

	Capital Reserve	All Other	Total
<u>Revenues</u>			
Interest and Dividend Income	\$ 4,312	\$ 5,474	\$ 9,786
<u>Expenditures</u>			
<u>Current</u>			
General Government	731		731
<u>Other Financing Uses</u>			
Operating Transfers Out	_____	79	79
<u>Total Expenditures and Other Financing Uses</u>	731	79	810
<u>Excess of Revenues Over Expenditures and Other Financing Uses</u>	3,581	5,395	8,976
<u>Fund Balances - January 1</u>	41,785	103,223	145,008
<u>Fund Balances - December 31</u>	\$ 45,366	\$ 108,618	\$ 153,984

See Independent Auditor's Report, page 1

OTHER SUPPLEMENTARY INFORMATION

*SCHEDULE I
TOWN OF ALSTEAD, NEW HAMPSHIRE
Summary of Town Clerk's Account
For the Fiscal Year Ended December 31, 1997*

<u>Motor Vehicle Permits Issued</u>	\$ 168,974
<u>Dog Licenses and Penalties</u>	1,899
<u>All Other Collections</u>	<u>2,072</u>
<u>Remittances to Treasurer</u>	<u>\$ 172,945</u>

SCHEDULE II
TOWN OF ALSTEAD, NEW HAMPSHIRE
Trust Funds
Summary of Principal and Income - Cash Basis
For the Fiscal Year Ended December 31, 1997

	Principal			
	Balance January 1, <u>1997</u>	Additions	Withdrawals	Balance December 31, <u>1997</u>
<u>Cemetery - Perpetual Care</u>	<u>\$ 87,542</u>	<u>\$ 400</u>	<u>\$</u>	<u>\$ 87,942</u>
<u>Library Funds</u>				
Kimball Fund	2,465			2,465
Carpenter Fund	500			500
C. F. Warren Fund	5,650			5,650
Whitton Endowment Fund	<u>13,931</u>	<u>200</u>	<u></u>	<u>14,131</u>
Total Library Funds	<u>22,546</u>	<u>200</u>	<u></u>	<u>22,746</u>
<u>School and Other Funds</u>				
Warren Monument and School Fund	5,262			5,262
Kingsbury School Fund	606			606
Wells and Smith Cemetery and School Funds	510			510
Maybelle H. Still Memorial Fund - Town History	13,715			13,715
Lufkin Memorial Fund - Historical Society	<u>7,500</u>	<u></u>	<u></u>	<u>7,500</u>
Total School and Other Funds	<u>27,593</u>	<u></u>	<u></u>	<u>27,593</u>
<u>Capital Reserve Funds</u>	<u>89,450</u>	<u>9,000</u>	<u>7,700</u>	<u>90,750</u>
<u>Totals</u>	<u>\$ 227,131</u>	<u>\$ 9,600</u>	<u>\$ 7,700</u>	<u>\$ 229,031</u>

Balance January 1, 1997	Income		Balance December 31, 1997	Balance of Principal and Income December 31, 1997
	Additions	Withdrawals		
<u>\$ 36.800</u>	<u>\$ 31.860</u>	<u>\$ 31.857</u>	<u>\$ 36.803</u>	<u>\$ 124.745</u>
	132	132		2,465
	26	26		500
	301	301		5,650
<u> </u>	<u>751</u>	<u>751</u>	<u> </u>	<u>14.131</u>
<u> </u>	<u>1.210</u>	<u>1.210</u>	<u> </u>	<u>22.746</u>
50	280	283	47	5,309
	32	32		606
	27	27		510
19,879	3,876	731	23,024	36,739
<u>691</u>	<u>436</u>	<u> </u>	<u>1.127</u>	<u>8.627</u>
<u>20.620</u>	<u>4.651</u>	<u>1.073</u>	<u>24.198</u>	<u>51.791</u>
<u>13.539</u>	<u>5.474</u>	<u>1.145</u>	<u>17.868</u>	<u>108.618</u>
<u>\$ 70.959</u>	<u>\$ 43.195</u>	<u>\$ 35.285</u>	<u>\$ 78.869</u>	<u>\$ 307.900</u>

PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

INDEPENDENT AUDITOR'S COMMUNICATION OF REPORTABLE CONDITIONS AND OTHER MATTERS

To the Members of the
Board of Selectmen
Town of Alstead
Alstead, New Hampshire

In planning and performing our audit of the Town of Alstead for the year ended December 31, 1997, we considered the Town's internal control structure in order to determine the scope of our auditing procedures for the purpose of expressing our opinion on the financial statements. Our review of these systems was not intended to provide assurance on the internal control structure and should not be relied on for that purpose.

Under the standards established by the American Institute of Certified Public Accountants, reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the Town's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities, in amounts that would be material in relation to the financial statements being audited, may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might constitute reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above.

During the course of our review, the following condition was noted that was considered to be a material weakness as defined above:

GENERAL ACCOUNTING RECORDS

As in previous years, additional audit time was spent analyzing transactions posted to the general ledger to resolve unexplained variances. Cash, payroll liability, expenditure and revenue accounts were all misstated. General ledger payroll liability accounts were not in balance by \$13,883.41 and the expenditures relating to the Town retirement expense were understated by \$1,217.26. Also, a deposit made by the Town Clerk on May 1, 1997 totaling \$5,259.00 was not recorded in the general ledger until discovered by us.

We continue to recommend that the Administrative Assistant's position take responsibility for accurately reconciling the general ledger on a monthly basis to ensure that reports generated on the system are reliable.

Town of Alstead

Independent Auditor's Communication of Reportable Conditions and Other Matters

In addition to the above, other areas to consider include the following:

1. The Town continues to manually write all vendor checks instead of utilizing the computer system. This creates a greater possibility of errors since the data is being entered more than once. Also, a manifest can be generated for the Selectmen's approval, thereby eliminating the need for them to sign every check.
2. Two different people are responsible for the writing/posting of vendor checks and the completion of payroll. Also, these two functions are done on a weekly basis. In order to provide better continuity with the accounting records, we recommend that one person be responsible for processing payroll and the writing of vendor checks. Also, we recommend that the Town consider performing these functions on a bi-weekly basis, which would save considerable time and money.

We also recommend the monitoring of the records to provide assistance and technical training for all individuals involved.

Also, the following condition was noted that we do not consider to be a material weakness:

TRANSFER STATION FUND

In analyzing the transaction posted to the Transfer Station Fund for the year, it was discovered that there were charges to this fund which appeared contrary to its intended use. Town meeting established this fund to use transfer station dumping fees to provide resources for the upgrade and maintenance of the transfer station. We recommend that the Selectmen review all charges to this fund carefully to ensure that only those items that are appropriate be included.

UNREDEEMED TAXES

We noted that there were unredeemed taxes of \$8,413 against the levy of 1994 property taxes. Because these properties, for the most part, represent personal property (trailers), the tax collector cannot legally deed these to the Town.

We recommend that the Board of Selectmen assess the trailer park owners, instead of the individual taxpayers. A review of the State Statutes covering the procedure is recommended in order to assure proper collection of taxes due.

This report is intended solely for the information and use of management and others within the administration. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Blodzik & Sanderson
Professional Association

January 23, 1998

Notes

Notes

BULK RATE
U. S. POSTAGE
PAID
ALSTEAD, NH
PERMIT NO. 5

UNH Library
University of New Hampshire
Durham, NH 03824